



# How to Register to SD<sup>2</sup>

## Manual for Companies

*Council for the Development of Cambodia (CDC)*

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## Table of Contents

<b>1. Purpose of the database</b>	<b>2</b>
<b>2. Registering your account</b>	<b>2</b>
<b>3. Log In</b>	<b>3</b>
<b>4. Registering your company</b>	<b>3</b>
4.1 Basic Information	4
4.2 Detailed Profile	4
4.2.1 Company's Details will ask you to input	4
4.2.2 Sustainability	5
4.2.3 Standards/ certifications	6
4.2.4 Products/Services	7
4.2.5 Branches	7
4.2.7 Gallery	9
<b>5. Submitting your data</b>	<b>9</b>
<b>6. Request Change Data</b>	<b>10</b>



## 1. Purpose of the database

The Suppliers Database with Sustainability Dimensions (SD2) was developed to improve the linkage between foreign firms and domestic suppliers, especially those domestic suppliers that can provide quality goods and services. The database aims to both facilitate investment and contribute to significant development impact.

Domestic suppliers can register their companies on the database, thus promoting their businesses with potential investors who regularly visit CDC website. Beside general information on the company (such as its products and services), the database illustrates the sustainability characteristics of selected suppliers. There are six sustainability dimensions that registered companies can highlight (and verify) in the database:

- Quality standards and certifications
- Responsible supply chains
- Gender & Inclusion
- Environmental sustainability
- Skills upgrading
- Employee care

Companies that wish to register on SD2 are not required to meet all six dimensions, but at least one.

## 2. Registering your account

If you wish to register your company on SD2 Database, first you will have to create an account with CDC. To do so, click “Sign Up” on the top right of the CDC SD2 Public Page ([www.sd2.cdc.gov.kh](http://www.sd2.cdc.gov.kh)). Once you have received your username and password by email, you can proceed with logging in.

The image shows a registration form for the Supplier Database. At the top, there is the logo of the Council for the Development of Cambodia (CDC) and the text 'SUPPLIER DATABASE'. Below this, there is a button labeled 'Register For This Site'. The form contains two input fields: 'Username' and 'Email'. Below the 'Email' field, there is a note: 'Registration confirmation will be emailed to you.' At the bottom right of the form, there is a blue button labeled 'Register'.



### 3. Log In

In order to log in to your company, follow this link: [www.sd2.cdc.gov.kh/wp-login.php](http://www.sd2.cdc.gov.kh/wp-login.php)  
Insert your given username and password.

The screenshot shows the login interface for the Supplier Database. At the top, there is the Council for the Development of Cambodia logo and the text 'SUPPLIER DATABASE'. Below this, a message states 'You are now logged out.' The login form includes fields for 'Username or Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Log in' button.

### 4. Registering your company

To create a new supplier, start by clicking on the “Add New” button on the top left of the screen

The screenshot displays the 'Supplier Draft List' page. It features a search bar with the placeholder 'Enter company name, Owner name' and dropdown menus for 'Sector', 'Sustainability', and 'Status'. Below the search bar are 'Reset', 'Search', and 'To Excel' buttons. On the left side, there are 'Add New' and 'Edit' buttons. An orange arrow points to the 'Add New' button. The main area contains a table with columns for 'Logo', 'Company Name', 'Company Name(En)', 'Sector', 'Sustainability', 'Year of Establishment', '# Employ', 'Address', 'Owner Info', and 'Print'. The 'Owner Info' section includes sub-columns for 'Name', 'Gender', 'Phone', 'E-mail', and 'Position'. The table is currently empty.



## 4.1 Basic Information

In this page, please insert basic information of your company, such as:

- Company name (khmer and english)
- Owner name, title and contact and
- Upload your company logo

Add New Supplier (Draft)

Supplier's Profile

Company Name

Company Name(En)

Company Name

Company Name(En)

Owner's Details

Title

Owner Name

Position

--Please Select--

Owner Name

Position

Gender

Phone Number

E-mail

Prefer not to say

Phone Number

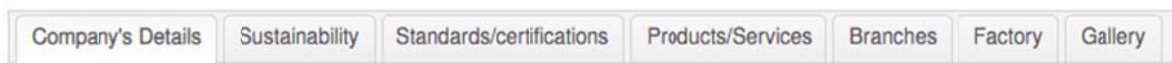
Email

Save

When you are done, click “Save” on the bottom left and prepare for next steps.

## 4.2 Detailed Profile

This part is divided into 7 more sections as follows:



### 4.2.1 Company's Details will ask you to input

- Year of Establishment
- Sector in which you work (*example: manufacturing, agriculture, automobile, etc*)
- Number of employees
- Membership to Associations or Chambers of Commerce (*example: Cambodia Women Entrepreneurs Association, American Chamber of Commerce, etc*)
- Annual Turnover (optional)
- Production Capacity (if applicable)
- Main Address
- Short description of company (*can be copied from your website*)



Company's Details Sustainability Standards/certifications Products/Services Branches Factory Gallery

Year of Establishment Sector # Employee Member of (ex: Association, Chamber of Commerce) Annual Turnover

Year of Enterprise Establish [dropdown] Number of [dropdown] Member of (ex: Association, Chamber of Commerce) [dropdown] Annual Turnover [dropdown]

Production Capacity

Quantity Unit of measure Per

Quantity [dropdown] [dropdown] [dropdown]

Address

House No. Street No. Province/City District Commune Village

House No. [dropdown] Street No. [dropdown] --Please Select-- [dropdown] --Please Select-- [dropdown] --Please Select-- [dropdown] --Please Select-- [dropdown]

Company Short description

**B** *I* U ~~X~~ **S** **X'** **X**, 16 **A** [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown]

[Update] [Submit] [Print] Created Date: 2021-04-07 Last Updated Date:

At any point in time, you can click “Update” on the bottom left of the page, and save your draft.

#### 4.2.2 Sustainability

This is the most important section of the database. In this section you are able to provide information on up to 6 sustainability dimensions. It is not compulsory to have information for all 6, but at least 1 is required. The 6 dimensions are the following:

- Responsible supply chains *[description + upload document if applicable]*
- Women Economic Empowerment (women owned/management, equal wages) *[description]*
- Environment (energy, water usage, waste management) *[description + upload document if appl.]*
- Employee Capacity Building (Skills/training) *[description]*
- Employee Care (workplace safety, employee care, contract farming) *[description + upload document if applicable]*
- Other (CSR relevant policies or activities, sustainability reporting,...) *[description + upload document] and Sustainability reporting [description (e.g. GRI Reporting) + upload document or link]*

For each dimension so can choose an option offered or write your own by clicking “Other”



Company's Details | Sustainability | Standards/certifications | Products/Services | Branches | Factory | Gallery

**Responsible Supply Chain**

Description: Responsible Supply Chain | Attachment: Browse... No file selected.

**Environment**

Carbon Footprint/Energy efficiency | Browse... No file selected.

Waste Management | Browse... No file selected.

Organic production / sourcing |  Other

**OTHER (CSR, Responsible/Inclusive Business Conduct, Sustainability Reporting)**

Description: Follow up regularly | Attachment: Browse... No file selected.

**Employee Capacity Building**

Provide Training Skills |  Other

**Employee Care**

First Aid |  Safety Sign |  Follow NSFF |  Follow Holidays |  Form Unions |  Other (Example: Contract farming)

\*\*\* File Type must be .docx, .pdf, .jpg, .gif, .png and smaller than 10 MB

Update | Submit | Print | Created Date: 2021-04-07 | Last Updated Date:

### 4.2.3 Standards/ certifications

In this section you can add any standard/certification that your company has (example: GMP, ISO, HACCP,...). Click "Add New", and choose a certification. If yours is not listed, you can click on Other and specify. Please upload a copy of the certification.

Company's Details | Sustainability | Standards/certifications | Products/Services | Branches | Factory | Gallery

+ Add New | Edit | Delete

No.	Certification	Year of accreditation	Attachment	Visible
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**Add New Certification**

Certification: [Dropdown menu]

Year of accreditation: [Text input]

Attachment: Browse... No file selected.

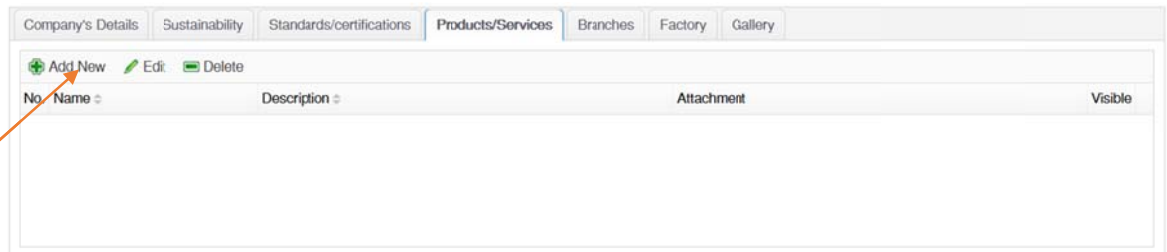
Visible:

Save | Cancel



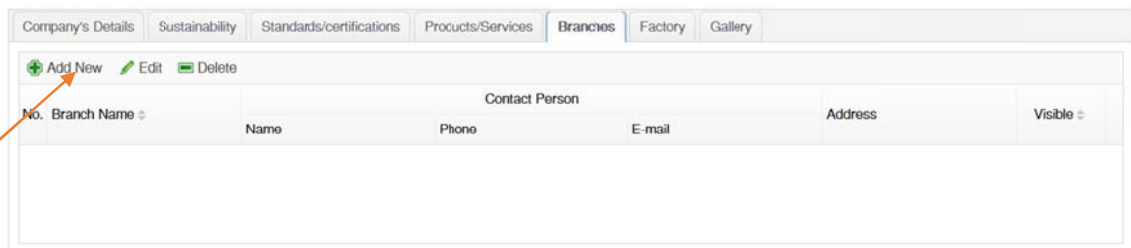
#### 4.2.4 Products/Services

In this section you can add any product or service that your company offers. Click “Add New”, and write the name of the product/service and its description. You can upload a photo of the product if you wish.



#### 4.2.5 Branches

In this section you can add information on the branches of your company. Click “Add New” to add branches.







**Add New Branch**

Branch Name

Contact Person  
Name  Position

Phone  E-mail

Description

Branch's Address  
House No.  Street No.

Province/City  District

Commune  Village

Visible

#### 4.2.6 Factory

In this section you can add information on the factories of your company. Click “Add New” to add factories.

Company's Details Sustainability Standards/certifications Products/Services Branches **Factory** Gallery

No.	Factory Name	Contact Person Name	Phone	E-mail	Address	Visible
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**Add New Factory**

Factory Name

Contact Person  
Name  Position

Phone  E-mail

Description

Factory's Address  
House No.  Street No.

Province/City  District

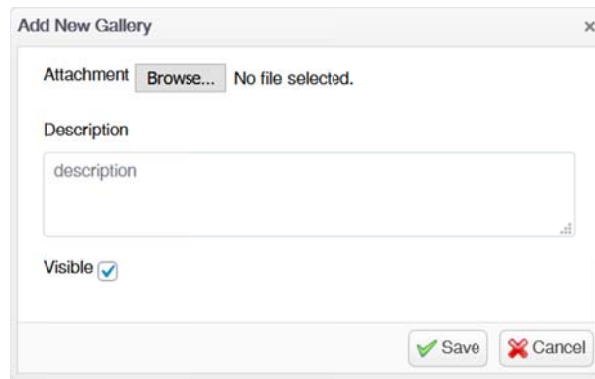
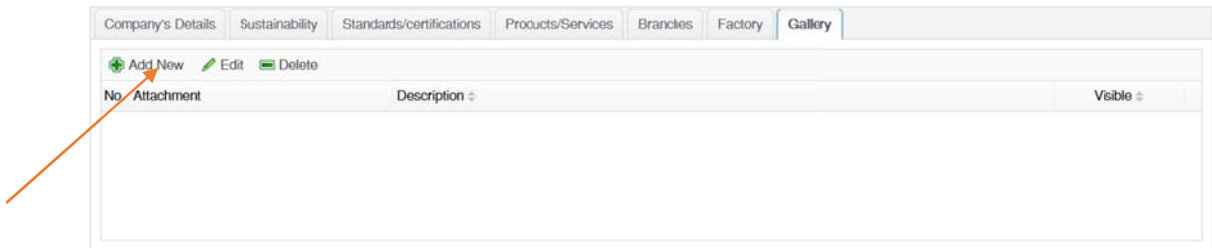
Commune  Village

Visible



#### 4.2.7 Gallery

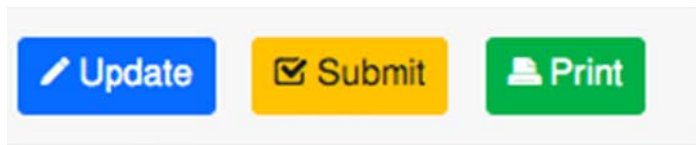
In this section you can add photos and descriptions of your business (either shops, farms, factories, etc). Click “Add New” to add photos.



### 5. Submitting your data

In order to save your data and come back to finalize the registration at another point in time, click “Update”.

If you have finalized your data entry and are ready to confirm your registration, click “Submit”. After clicking “Submit”, you will not be able to edit your data.



#### Note

After you submit your registration, CDC will review your data entry and confirm it. Only after CDC’s confirmation, your registration will be public and visible on the website. CDC reserves the right to reject unqualified applications.



## 6. Request Change Data

Company's Details Sustainability Standards/certifications Products/Services Branches Factory Gallery

**Responsible Supply Chain**

Description: Responsible Supply Chain Attachment: Browse... No file selected.

**OTHER (CSR, Responsible/Inclusive Business Conduct, Sustainability Reporting)**

Description: Follow up regularly Attachment: Browse... No file selected.

**Women Economic Empowerment (WEE)**

- Female ownership
- Female lead
- Equal Wages
- Other (WEE, Diversity & Inclusion)

**Environment**

- Carbon Footprint/Energy efficiency
- Waste Management
- Organic production / sourcing
- Other

**Employee Capacity Building**

- Provide Training Skills
- Other

**Employee Care**

- First Aid
- Safety Sign
- Follow NSFF
- Follow Holidays
- Form Unions
- Other (Example: Contract farming)

\*\*\* File Type must be .docx, .pdf, .jpg, .gif, .png and smaller than 10 MB

[Request Change](#) [Print](#) Created Date: 2021-01-29 Last Updated Date: 2021-03-27

Company's Details Sustainability Standards/certifications Products/Services Branches Factory Gallery

**Responsible Supply Chain**

Description: Responsible Supply Chain Attachment: Note

**OTHER (CSR, Responsible/Inclusive Business Conduct, Sustainability Reporting)**

Description: Follow up regularly Attachment: Browse... No file selected.

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[Request Change](#) [Print](#) Created Date: 2021-01-29 Last Updated Date: 2021-03-27



Company's Details Sustainability Standards/certifications Products/Services Branches Factory Gallery

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Description: Responsible Supply Chain Attachment: Browse... No file selected.

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Request in progress... Print Created Date: 2021-01-29 Last Updated Date: 2021-03-27

- Waiting for admin to approve

Company's Details Sustainability Standards/certifications Products/Services Branches Factory Gallery

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Update Submit Print Created Date: 2021-01-29 Last Updated Date: 2021-03-27