

Supplier references

Outline process for provision of supplier references

1. Scope

- a) Suppliers may request a reference from Network Rail, only in connection with bidding for overseas contracts or for an export opportunity.

2. Requests for a supplier reference (by a supplier)

- a) Suppliers may request a reference in writing, either on completion of a contract or following a period of 12 months continuous working for Network Rail.
- b) When requesting a reference, suppliers must state the project / contract number, the commencement and completion dates and the relevant category (of works, goods or services).
- c) Requests should be submitted to the Employer's Representative.

3. Supplying a reference

- a) Network Rail shall endeavour to maintain objectivity (a proposed template is available for those asked to provide references) to avoid being drawn into subjectively commenting on supplier performance.
- b) Ideally the source of Network Rail data should come from BravoNR or Oracle.

4. Authority to supply a reference

- a) Only those in the following groups shall be authorised to sign supplier references:
 - Executive Grade Directors of Network Rail
 - Regional Commercial Directors
 - Directors within the Route Services Commercial & Procurement team

5. Storage and retention of supplier references

- a) Copies of signed references should be provided to Commercial & Procurement for uploading into BravoNR, Network Rail's end to end contract management system, for storage and retrieval (email: RSC&PProcurementOperations@networkrail.co.uk).