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).

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 Executive Grade Directors of Network Rail shall be authorised to sign supplier references.

5. Storage and retention of supplier references

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