

## **SUPPLIER REFERENCES**

Outline process for provision of supplier references

### **1. Scope**

- a) Suppliers may request a reference from Northern, 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 Northern.
- 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) Northern 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) The source of Northern data will be provided from Delta or COUPA.

### **4. Authority to supply a reference**

- a) Only those in the following groups in Northern shall be authorised to sign supplier references:
  - Directors of Northern
  - Regional Directors
  - Heads of Finance, Procurement, Engineering and Programmes

### **5. Storage and retention of supplier references**

- a) Copies of signed references should be provided to Procurement for uploading into COUPA, for storage and retrieval (email: [procurement@northernrailway.co.uk](mailto:procurement@northernrailway.co.uk))