

## Link-up Update – Information on Forthcoming Improvements to the System

As part of our ongoing commitment to improvement of the scheme we will be launching the latest periodic update to the Link-up scheme on 26<sup>th</sup> February 2010. The changes reflect the issues captured via the Roadmap process over the last six months.

This will involve some changes to the questionnaire functionality, some improvements to printing and display options and also to some of the product codes. This communication identifies these changes, what effect they will have and any actions that you may be required to take.

### Product Code Changes

#### New Product Codes

1901.1006.SER, SMP, DES, OPT, CBD, MRC, REF	Locomotives	Scored Evaluation
1901.1007.SER, DES, CBD, MRC, REF	Wagons	Scored Evaluation
1802.1003.SER	Freight Trams (Coal & Steel)	Scored Evaluation
1802.1004.SER	Intermodal	Scored Evaluation

These will be available for selection by Suppliers from the 26<sup>th</sup> February and will also appear in the search functionality from that date

### Questionnaire Functionality Changes

We are making a number of changes to the functionality of Link-up questionnaires in order to improve the usability of the system for Suppliers when updating existing information. This will make it easier for suppliers to maintain their information in a current and up-to-date state

The first of these is the ability to save all pages of the questionnaire with one button. This enables faster submission of minor changes without the need to save each page individually.

The second change is the ability to go straight back into the Supplier Profile Questionnaire to make amendments without submitting the Product Code Picker and Code Justification Questionnaire first. This will mean that any changes to date sensitive information or decisions over trackside capability can be easily updated and submitted.

We are still requiring suppliers to fully validate their submissions on an annual basis. Suppliers will not be able to carry out a partial update of the Supplier Profile Questionnaire during their renewal window. Between 60 days before to 30 days after the anniversary date, the system will require them to perform a full update. Once this full update is undertaken in this period the facility for the partial update is restored

Any supplier who last completed the Supplier Profile Questionnaire before the previous content update (3<sup>rd</sup> September 2009) will be required to review sections of the questionnaire affected by that update. This is a one-off requirement until all existing suppliers are on the latest version of the questionnaire.

## Other Changes

Additional contact information will now be displayed on the Supplier Details page for buyers to view. The safety related contact and tender contact details from the questionnaire will be available on the supplier's details page.

These changes form part of the ongoing development of the Link-up scheme and reflect the input we receive from all those who use it.

If you have any questions around these changes please contact our Customer Care team on 01235 861118.

Regards

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