

## Destinations for Achilles Communications

When we send out various communications we are often asked where these are sent within customer organisations. The following list covers our regular communications.

Communication	Frequency	Destination
24 Hour Failure Notification	As required	Supplier main contact and industry subscribers
Archived Notification	As generated via weekly print run	MD of Archived Supplier as listed in Questionnaire
Audit Feedback E mail	Annual renewal, interim audits	Supplier main contact
Audit Process Feedback E Mail	Annual renewal, interim audits	Supplier main contact
Audit RFP and Protocol	Annual renewal, interim audits	Supplier main contact
Buyer Report	Weekly	All enabled Buyer logins
Health and Safety Notices	As required	H&S Rep named in Questionnaire.
Invoices	Once a year	Buyer Contact or named Accounts Contact in CRM for Buyer Invoices
LUGG Minutes	3 Monthly	Attendees and other named individuals – also posted on Document Library
LUGG Report	Monthly	LUGG attendees other named individuals – also posted to Document Library
Migration Statistics	Monthly	SIG Chairs
Newsletter	3 Monthly	All listed Supplier and Buyers with Logins to the portal
Plant Safety Notices	Ad Hoc when requested by Chris Sayers-Leavy, Network Rail.	Key Link-up contact named in Questionnaire.
PO Request for Buyer Renewal	Once/Twice a year	Buyer Contact or named Accounts Contact in CRM for Buyer Invoices
Renewal Notice (Buyer)	Annually (in monthly steps)	Main Link-up Buyer contact in CRM
Renewal Notice (Supplier)	Annually (in monthly steps)	Main LU Contact in CRM
SCG Minutes	3 Monthly	Attendees and other named individuals – also posted on Document Library
SIG Invites	3 Monthly	1 x Customer Account contact relevant for each SIG
SIG Minutes	3 Monthly	Attendees plus any invitees who could not make the meeting
Specific Notices e.g. Price Changes, Process Changes etc	As required	Key Link-up contact named in questionnaire