

Dear ICIX Customer

As you know ICIX has been making some changes and we'll be moving to our Salesforce Platform effective on the 31st of December 2020.

The system will continue to present your compliance information to your customers. The only significant difference will be the way your information is loaded onto the system. Most ICIX members already send their documentation to ICIX and we load it to the system for them. This negates the need to remember another login and mistakes in loading information which sometimes occur. Some of you login and load it yourself. The new system will be completely login free. When a document expires, you'll receive a reminder email which will have detailed information so you can easily identify what document requires updating. All you need to do is enter the Valid From and Expiry Dates in the spaces provided, attach the document and return the email. ICIX will verify the email on its return and your record in the system will be updated for customer viewing. Email reminders will arrive sometime after the expiry date if a document hasn't been updated.

As you can see very little changes and we have designed the system to be as easy as possible for suppliers to use. We will provide further reminders prior to the changeover date.

If you have any questions please contact me via email or call.

Regards

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