



constructionline

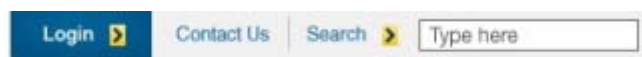
U.K. REGISTER OF PRE-QUALIFIED CONSTRUCTION SERVICES

Constructionline Supplier User Guide



Getting started

Log in





1. To log in **go to** www.constructionline.co.uk
2. Click on the **log in button** in the **top right** hand corner of the screen
3. Type in your **user name** and **password** and press the return key.


When logged in **you can** see the following:

- **Buyers Activity** – See which buyers have viewed your details
- **Feedback and Performance** – View feedback from buyers
- **My Profile** – View your details
- **Notifications/messages** – Read any messages that have been left on your record
- **Pay your annual fee** – Make an online payment
- **Scanned Documents** – View the documents you have provided
- **Services** – Access the Constructionline Opportunities notice board; a free tender notice board for Constructionline members
- **My forms** – Any out of date forms will be shown here
- **My supplier list** – See buyers that have added your company to their supplier list
- **My supply chain list** – See if your buyer has added your detail to a supply chain

Buyer activity

A screenshot of the 'Buyers activity' report interface. At the top, there are three tabs: '2 Messages', '2 Notifications', and 'Buyers activity'. Below the tabs, the main heading reads 'Total activity count 813'. Underneath, there is a date range selector with 'From: 06/07/2007' and 'to: 06/07/2009', and a green 'Change reporting period' button. The main content area is a table with three rows, each representing a different activity type: '2 Enquiries', '808 Hits', and '3 Downloads'. Each row has a play button icon on the left and a question mark icon on the right.

1. **Enquiries:** This shows which buyers have looked at your record during a selected time period. Use the arrow  button to see which buyers have looked at your record. You can print this information using the print list button.
2. **Hits:** Buyers can create lists of suppliers in Constructionline. This report shows which buyers' lists you have been on. Use the arrow button  and you will see which buyers have looked at your information. You can print this information using the print list button.

3. **Downloads:** This shows if a buyer has chosen to download your details into their purchasing system. Use the arrow  button and you will see which buyers have downloaded your details. You can print this information using the print list.

You can change the time period for each report by using the calendars and the DATE FROM and DATE TO fields and then clicking on “change report period” button.

Feedback/Performance left on your company




This shows if a buyer has left feedback on your company. Some of this feedback can be used as a future Constructionline reference.













To have a look at the feedback, click on the “contract number”. From here you will also be able to print the details.

You can also look at your feedback scores by “Work Categories”. This adds together the references you have provided plus any feedback left by buyers. The National Benchmark Average is shown so you can see where your score sits in comparison.

My Profile – check or update your own details

Change your details by clicking on the area you want to change from the list on the left hand side of your screen.

Key	
	Yet to be started
	Incomplete
	Complete

Main details	
Branch Office	
Director/Partner	
Professional Conduct	
Financial	
Insurance	
Licence & Accreditation	
Trade Federation & Professional Body	
Staffing	
Category and References	
Supplier Relationship	
Areas of Operation	
Health & Safety	
Equal Opportunities	

At the bottom of each page you will see the following buttons:

Save – save your changes and finish completing the form later time

Print – prints the details from the current screen

Upload documents – use this to send documents to Constructionline for assessment

Next - moves you to the next page

Reset - if you have made a mistake on the form, use the reset button to start that page again

Please note if you see the  button this means that you want to add new item such as insurance

Back

Print


Upload documents

Reset



Save

Next

Check notifications on your record


This is messages from Constructionline for example - "feedback has been left against your company". Click on  to open the message and to see further details.

To delete or print the message tick the select box and click on the "delete" or "print" button at the bottom of the screen.



2 Messages ?		2 Notifications ?		Buyers activity ?	
Subject	Date	Select			
 Your record has been re-instated on the register.	30/06/2009	<input type="checkbox"/>			
 Your record has been suspended from the register.	18/06/2009	<input type="checkbox"/>			

[Print notifications](#) [Delete](#)

Check the messages on your record

This tells you which items you need to complete in order to update your record. Click on  to open the message and to show further details.

To delete or print the message tick the select box then click on the "print" button at the bottom of the screen.

2 Messages ?		2 Notifications ?		Buyers activity ?	
Subject	Date	Select			
 Annual Accounts renewal	30/05/2009	<input type="checkbox"/>			
 Registration fee due	06/03/2007	<input type="checkbox"/>			

[Print messages](#)

 **Make your annual payment online**


Pay your annual payment online


If you see the green box below it means you are due to make a payment for your Constructionline registration.

1. Click on the box and you will be taken to a new screen with payment details.
2. If you are happy with the details then choose the "proceed to payment" button.
3. You will be taken to a secure on line site. When you have entered your details and made a successful payment, you will receive a confirmation email.

Scanned Documents


 **My scanned documents**

Your completed questionnaires can be viewed by clicking the  arrow button and then the name of the document you want to open.


 **Services**
[Opportunities notice board](#)

Services

The Constructionline Opportunities Notice Board is a new FREE service. You will be able to register for tendering opportunities advertised by our buyers plus those advertised in the Official Journal European Union (OJEU).

 **My forms**

My forms

Click the  arrow button to see if you have any forms that need updating.

My supplier lists

Supply chain lists

My supplier/my supply chain list

If a buyer has added your company to one of their supplier lists or supply chain lists you will be able to see the details here by clicking on the link.



constructionline
U.K. REGISTER OF PRE-QUALIFIED CONSTRUCTION SERVICES

Constructionline

**PO Box 6441
Basingstoke
Hampshire
RG21 7FN**

**Tel: 0844 892 0313
Fax: 0844 892 0315
Email: constructionline@capita.co.uk**