



**constructionline**

U.K. REGISTER OF PRE-QUALIFIED CONSTRUCTION SERVICES

## Constructionline Supplier User Guide



## Getting started

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### Log in



1. To log in **go to** [www.constructionline.co.uk](http://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
- **Constructionline Opportunities Notice Board** – Access the Constructionline Opportunities Notice Board; our 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- **My forms** – Any out of date forms will be shown here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


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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 is '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 shows a list of activity items, each with a play button icon and a question mark icon:



▶ 2 Enquiries	?
▶ 808 Hits	?
▶ 3 Downloads	?

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 and performance  

## 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	●
<b>Insurance</b>	●
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

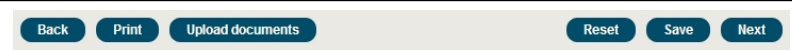
**Print** – prints the details from the current screen

**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 **Add** button this means that you want to add new item such as insurance



## 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.

<b>2</b> Messages	<b>2</b> 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"/>
		<b>Print notifications</b> <input type="button" value="Delete"/>

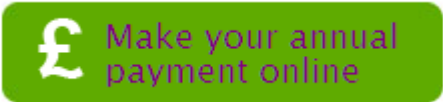
## Check the messages on your record

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.

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

[Print messages](#)




## 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

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


## Opportunities Notice Board



The Constructionline Opportunities Notice Board is a 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

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](#)

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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.



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**Constructionline**

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

**Tel: 0844 892 0313**

**Fax: 0844 892 0315**

**Email: [constructionline@capita.co.uk](mailto:constructionline@capita.co.uk)**