

Creating Your Supplier Profile

Company Description

Selecting and Adding Work Categories

Profile Builder

Certificates



About Constructionline

Thank you for choosing to join Constructionline. You are now amongst a community of over 45,000 suppliers and 4,000 buying organisations that have registered with Constructionline to simplify the procurement process.

Constructionline is the UK's leading provider of third-party, technology enabled qualification and accreditation services, playing a critical role in the procurement value chain. Constructionline collects, assesses and monitors over 30 million pieces of information, from more than 45,000 suppliers through a PAS 91:2013+A1 2017 aligned question set, the standardised pre-qualification questionnaire developed by BSI to reduce duplication within the construction industry.

Our aim is to provide efficiency savings and opportunities to Suppliers working with public and private sector Buyers within the construction industry. We do this by providing a single source of accreditation, streamlining procurement procedures and improving the supply chain management processes, reducing risk and helping Suppliers work more easily and efficiently with Buyers.

At Constructionline, our mission is to help our members simplify procurement tasks, reduce risk, keep pace with legislation and achieve more.

About this guide

This user guide is intended to show Suppliers, both new and existing, how to make the most of the Constructionline service.

It provides step-by-step instructions on how to create your Supplier Profile and add the vital elements required to help you maximise your engagement opportunities with Buyers.

Please note: For the purposes of this document, the following terms will be used in relation to the different levels of Constructionline membership:

Platinum (Level 4) Membership

Gold (Level 3) Membership

Silver (Level 2) Membership

Associate (Level 1) Membership

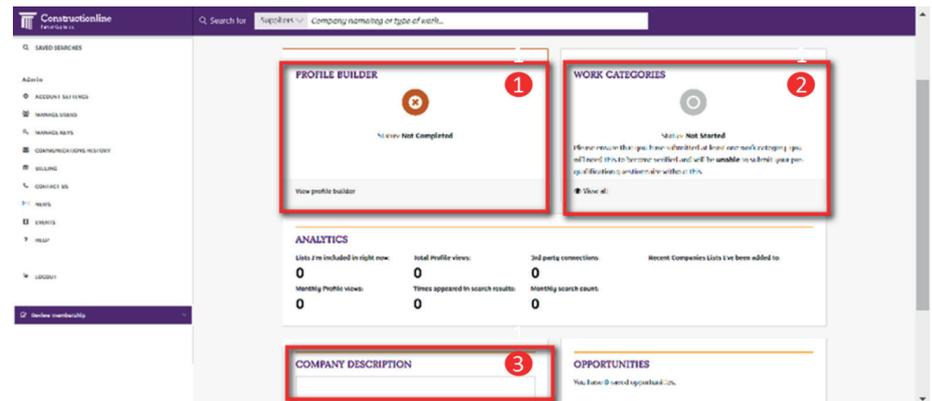


Creating Your Supplier Profile

Now that you have signed up, completing the Supplier profile is your opportunity to promote your business to buying organisations. Log in and you will automatically be presented with the dashboard (example below).

In this section, you will be guided through the three distinct areas that must be submitted to complete your profile and enable Constructionline to verify your details for Buyers to view:

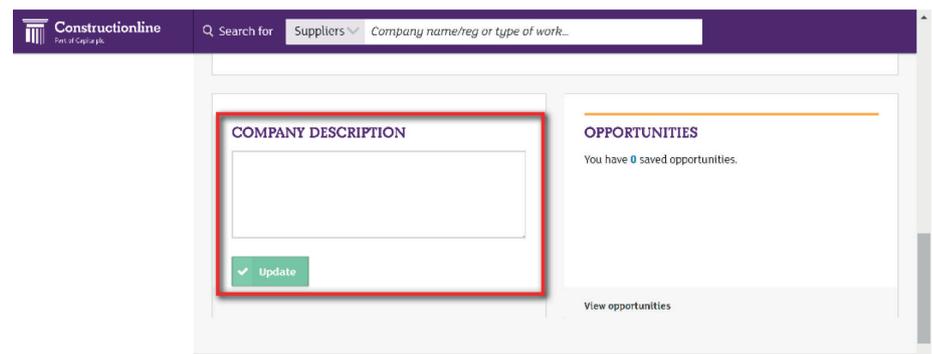
1. Profile Builder – Access to the PQQ
2. Work Categories – Select the services your organisation delivers
3. Company Description – Overview of your organisation.



1. Company Description

Type a short description of your company. This is one of the first pieces of information that a Buyer sees when viewing your company. This should describe key selling points about your company.

Click on the Company Description section to add a description of your company and then click Update to save. You can revisit this section at any time and change the information submitted.



2: Adding Work Categories, Licences and Accreditations, and References

Work Categories let Buyers know the type of services that your business provides e.g. plumbing, building general, etc. These are searchable by Buyers and your organisation will be returned in search results matching the work categories that you have been verified for.

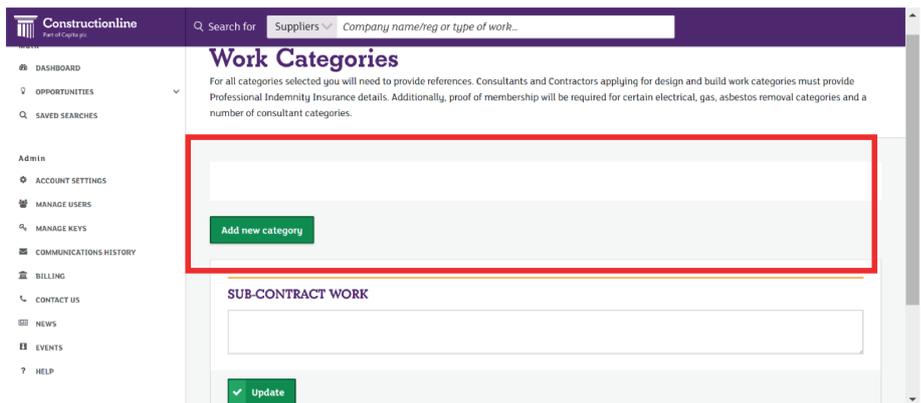
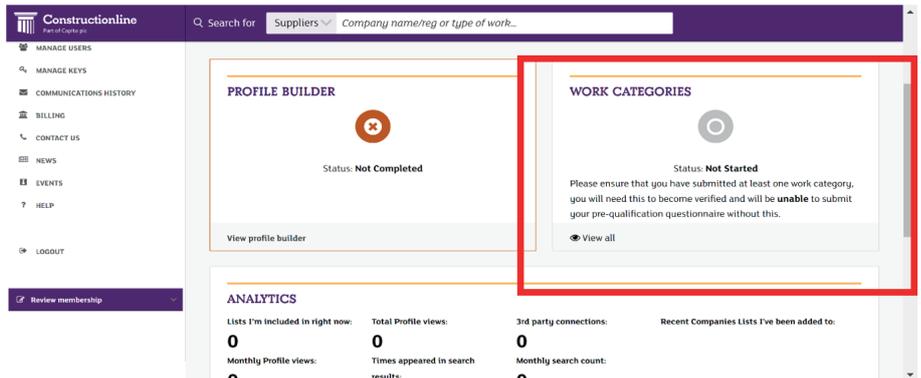
Please note: it is mandatory to add at least 1 work category to your profile. Your profile cannot be verified until a work category has been submitted for verification.

Step 1 - Add New Category

Click **Work Categories** and then **Add New Category** to add a work category to your profile. You will need to provide two valid references for each work category selected.

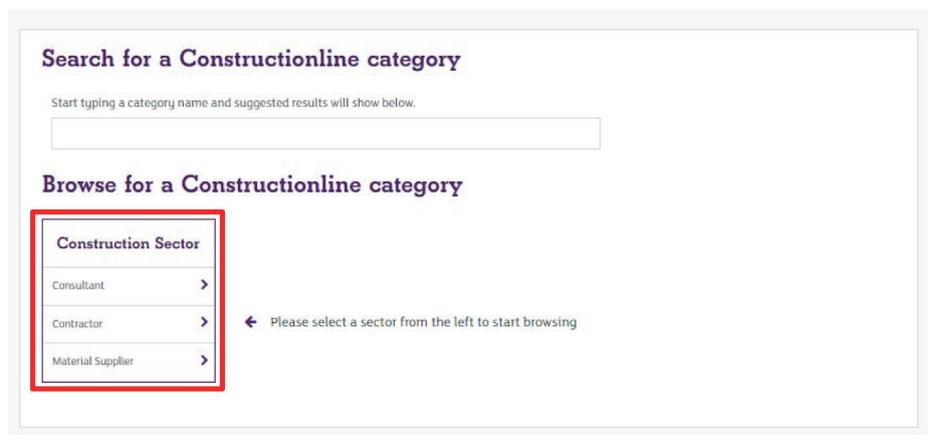
Please note: the same client reference may be used for multiple work categories. To speed verification please ensure that the value of work undertaken for each category of work included on the reference is clearly noted – we cannot accept an overall value of the project.

Two references are required for each new work category, while one is required for an existing work category.



Step 2 - Select Construction Sector

Choose your construction sector: Consultant, Contractor or Material Supplier.



Please note: consultants and contractors applying for Design and Construct Work Categories must provide Professional Indemnity insurance details.

Step 3 - Select Category Area

After selecting the construction sector, you will need to select the category area. For example: architecture, building control, gas fitting and maintenance etc.

Construction Sector	Contractor
Consultant >	<u>Architecture</u> >
Contractor >	Building control >
Material Supplier >	Civil & structural engineering >
	Computer graphics & models >
	Environmental impact & energy >
	Gas fitting and maintenance >

Step 4 - Select and Confirm Work Category

Construction Sector	Contractor	Gas fitting and maintenance
<u>Consultant</u> >	Architecture >	Gas appliances maintenance
Contractor >	Building control >	Gas installation
Material Supplier >	Civil & structural engineering >	Gas fitting
	Computer graphics & models >	Pipework
	Environmental impact & energy >	
	<u>Gas fitting and maintenance</u> >	
	General practice surveying >	
	Ground engineering >	

Step 5 - Confirm Selection

A pop-up box will appear, select Yes, I confirm.

Gas fitting

Gas Safe (or CORGI for Northern Ireland)—registered installers of all types of gas facilities.
Gas-fitting installation work.

DO YOU WANT TO ADD **GAS FITTING** AS A YOUR MAIN WORK CATEGORY?

This category will be added to your profile and you will be required to upload relevant documents to verify that your company can do the work you've chosen as a category.

Step 6 - Review Further Requirements

After selecting the work category, you will be advised of any supporting documents that are required, such as licenses/certificates and valid references.



You have added Gas Fitting to your profile

You need to provide the following documents for this category, these will be checked and verified by Constructionline.

- Reference
- CORGI Gas Certificate (Required)

Once verified, your profile will be updated and you will be notified on your dashboard.

If you are not ready to upload your documents now, you can go back to your dashboard and upload them at a later date.

CloseProvide documents now

Step 7 - Upload Documents

Clicking on the 'Provide documents now' button will take you to the Work Categories page.

ASBESTOS REMOVAL / TREATMENTDelete

Date added: 01/05/2018Date verified:Notational value: £0.00Status: Saved

References

NAME	STATUS
No Documents to show	

Add a reference

Please download a reference form and provide it to your buyer of choice for them to fill in. Once you have it back, you can then upload it here to be verified by ConstructionLine.

Download blank formUpload completed formAdd existing form

Licences and Accreditations

NAME	CERTIFICATE	STATUS
No Certificates to show		

Add a Licence or Accreditation

Choose type of file

Upload file
Add existing

Do you have all the correct documents uploaded?

You will only be able to submit your work category for verification once a reference and any necessary associated licenses or accreditations are uploaded.

Yes, submit for verification

Licences and Accreditations

Proof of membership will be required for certain categories such as electrical, gas and asbestos removal categories, as well as several consultant categories.

Choose the type of Licence/Accreditation and click Upload file to upload your license or accreditation certificate, you will then need to locate the file on your computer and upload it.

If you have uploaded the same licence for another work category click **Add Existing** to select from the list of files associated with your account. Once uploaded, the file will appear in your list of licenses and accreditations.

References

First download the reference form, click on the 'Download blank form' icon. Send the form to the Buyer/client for reference. We recommend that you pre-fill the reference form and email this to your referee.

When you first add a work category, you will need to provide two references per category, but only one on renewal.

When you receive the reference form back from your referee, click the 'Upload completed form' button to upload it to your profile.

Please note: if you do not have the necessary documents to hand you can come back to this point through the **Your Categories** section of the profile and upload the documents later. Just click **View all**.

YOUR CATEGORIES

⚠ This section requires updates

Gas fitting
Updates required

Gas installation
Reference expires: 31/03/2016

CORGI certificate expires: 31/03/2018

Pipework
Reference expires: 31/03/2016

View all + Add category

Step 8 - Submit for Verification

Once all documents have been uploaded, click 'Yes, submit for verification'.

ASBESTOS REMOVAL / TREATMENT
Date added: 01/05/2018 | Date verified: | Notational value: £0.00 | Status: Saved Delete

References

NAME	STATUS
No Documents to show	

Add a reference
Please download a reference form and provide it to your buyer of choice for them to fill in. Once you have it back, you can then upload it here to be verified by ConstructionLine.

Download blank form Upload completed form Add existing form

Licenses and Accreditations

NAME	CERTIFICATE	STATUS
No Certificates to show		

Add a Licence or Accreditation
Choose type of file

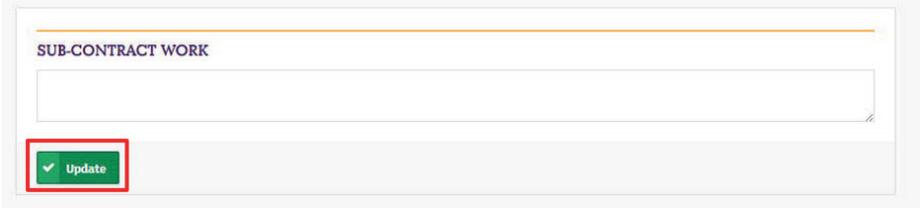
Upload file
Add existing

Do you have all the correct documents uploaded?
You will only be able to submit your work category for verification once a reference and any necessary associated licenses or accreditations are uploaded.

Yes, submit for verification

Step 9 - Add Sub-Contract Work Description

If you use sub-contractors to do certain tasks, you will have the option to provide further details of these arrangements. This will give the Buyer even more confidence of your capability to effectively deliver projects.

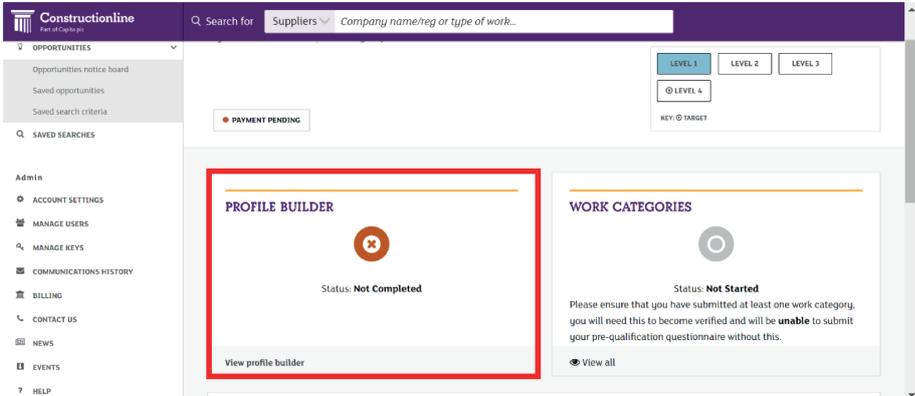


3. Profile Builder (Different Membership Levels)

Creating a Silver (Level 2) Profile

Step 1: Go to Profile Builder

Click the Profile Builder section in the dashboard.



Step 2: Silver (Level 2) Membership Sections

There are four mandatory sections in the profile builder that must be completed and submitted for verification at Silver (Level 2) Membership:

1. Company Details – PAS C1
2. Financial & Insurance Information – PAS C2
3. Business & Professional Standing – PAS C3
4. Health & Safety – PAS C4

Click on each section in turn and complete the questions (see section 1 – Getting Started for details of what is required in each section). Where documents are required to support your answer such as Insurance Policies, etc., you can upload them by clicking the Upload button and then browsing to the correct file on your computer – Please take care to upload the correct documents.

Please note: your progress is automatically saved and you can return to a section at any time.

As you complete each section the status will change to 'Completed – Please Submit'. The first time you complete the Silver Sections, you must complete all sections and a work category before you are able to submit, the system will not allow you to submit individual sections at this initial stage. When you have completed all the questions, in all sections, you will then be able select "Submit all mandatory sections". Submitting all sections together is only required at this initial stage.

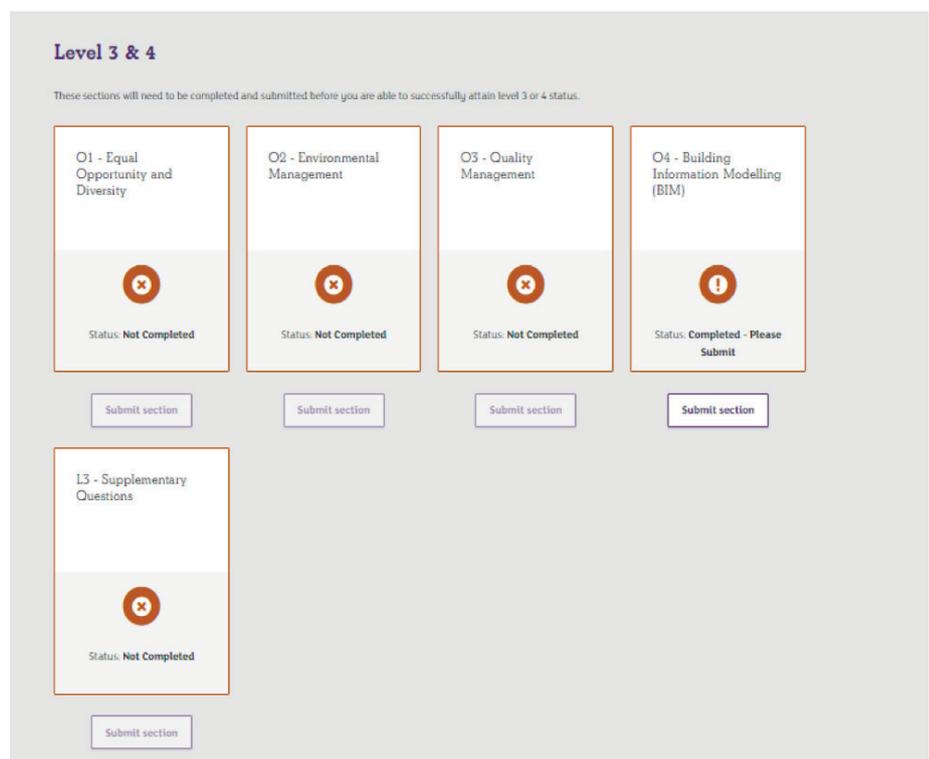
After your first submission of all the sections, the status of any sections that require further information following the initial check by Constructionline, or upon expiry of a section one year from initial verification, the status will change to **Updates Required**, you will then be able to submit the sections individually. Once your sections have been submitted, the Constructionline team will review and verify where appropriate. Verification is not immediate and will be checked in date submission order.



Please note: when completing the C1 Company Details Section, the Primary Contact will default to the details entered when signing up. All invoices, monthly statements and system notifications (when sections require updating/more info adding) will be sent to the Primary Contact and it is important that these contact details are kept up to date and monitored by the correct person who can action requests. Consider using a generic email address that other users can access to ensure no messages are missed when people are out of the office, or leave your company, etc. Generic email addresses usually look like this is an example – info@yourcompany.co.uk

Creating a Gold (Level 3) Membership Profile

You can only submit your Gold (Level 3) sections once you have completed the Silver (Level 2) submission. There are **five core Gold (Level 3) sections to complete to attain Gold (Level 3) membership status**. These sections can only be submitted if you have Gold (Level 3) membership. See sections 1 and 4 for details of the Gold sections.



Once your sections have been submitted, the Constructionline team will verify your submissions. Verification is not immediate and typically the submissions will be checked within 10 to 15 working days.

Creating a Platinum (Level 4) Membership Profile

Your Platinum Audit can only be scheduled once your organisation has been Verified at Gold (Level 3). Platinum Level Membership is the top level of Constructionline membership. It requires no further information to be submitted.

Once your organisation has been Verified at Gold (Level 3), you will be contacted to set up a mutually convenient date and time for the audit. The audit consists of a 1-day Head Office site visit to review your management systems and processes, followed by a half day on-site audit at agreed location.

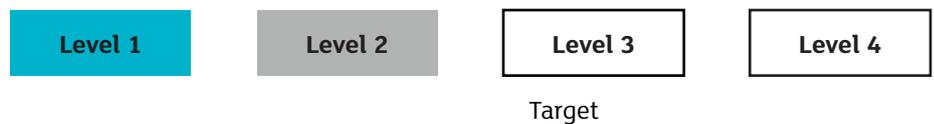
Please note: your membership fees must be paid in full and confirmed as received by the Constructionline finance team to allow your submissions to be checked.

4. Certificates

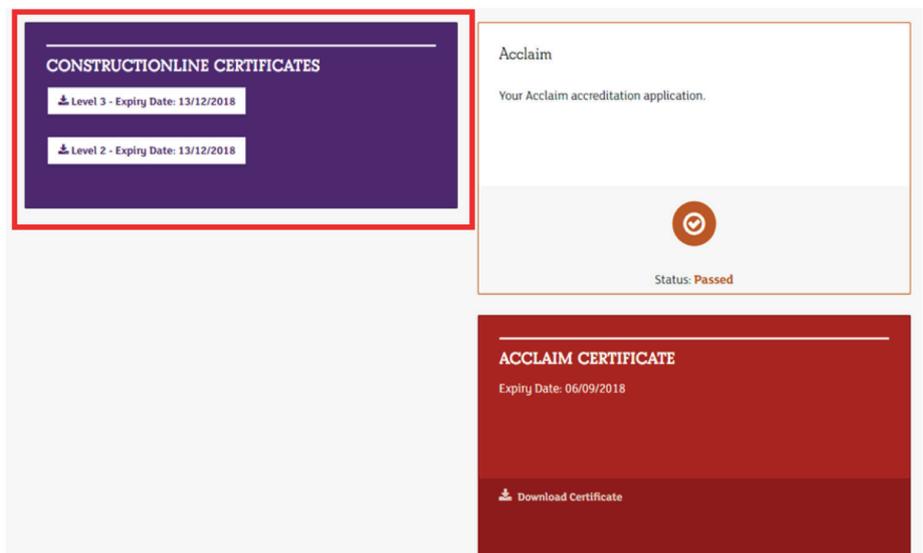
Your Membership Level Certificate will be available to download from your dashboard once you have been fully verified, this is the case for each membership level. Your certificate will not be visible or downloadable if any of the sections within the required levels later require updates.

Examples:

Silver (Level 2) - Your Silver (Level 2) Certificate will be available when the Level 2 box is filled, meaning all sections are verified.



Gold (Level 3) – Your Gold (Level 3) Certificate will be available to download when the Level 3 box is filled, meaning all Level 2 And Level 3 sections are verified.



Constructionline Certificates available to download from the dashboard if all sections have been verified.