

Understanding Your Profile Status

How to View your Profile Status

Status Indicators and Their Meaning



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

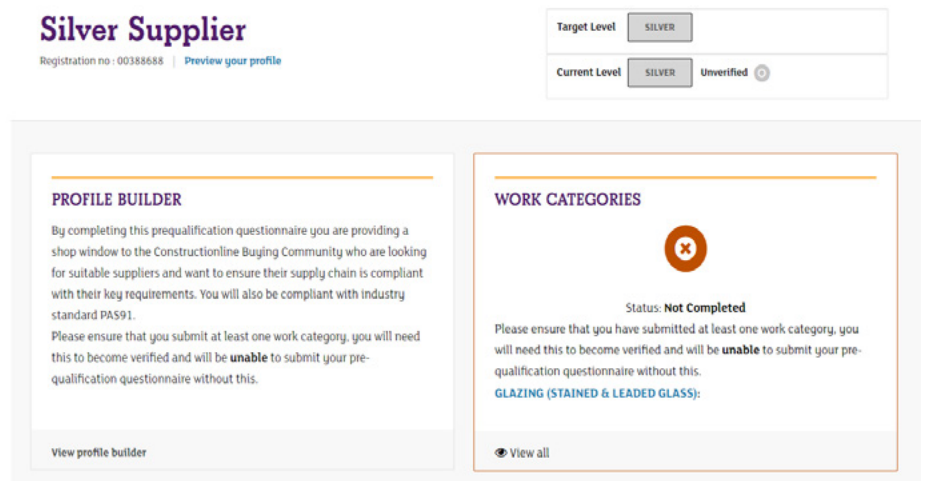
This user guide is intended to show Suppliers, both new and existing, how to make the most of the Constructionline service.

This guide will show you how to View your Profile Status and the meaning of the Status Indicators.



How to View Your Profile Status

The status and progress of your Membership Profile on Constructionline is prominently displayed in your dashboard and is the first screen you will see after you log in.



Supplier dashboard showing profile status

1. Supplier Status

Your Supplier Status is an overview of your Silver Membership PAS C1, C2, C3, C4 and Work Category sections of your profile. For example, if C1, C2, C3 and work categories are all verified, but C4 requires an update, the Supplier status displayed will be *Updates Required*, see example above. *Updates Required* is an action to be carried out by the Supplier to complete and then resubmit for Constructionline to review.

See 'Status Indicators and Their Meaning' for a breakdown of the Supplier status and the action required.

2. Membership Levels

The membership level indicator shows progress towards achieving the membership level you have subscribed to.

The top section is the target level, this is the plan you have purchased. The bottom section is the plan that you are on based on your questionnaire verification.

The target level indicator is highlighted in the box to show Buyers which level of membership you are progressing towards. Once a level has been achieved, the box will then be filled with the corresponding colour.



3. Profile Builder

When you log in to your membership profile you will be presented with a view of your dashboard. The status in your Profile Builder section is designed to provide a quick indicator of whether anything in your profile needs attention.

If this section shows anything other than Verified or Awaiting Verification you are advised to click through to the Section Status, where you will be presented with the next level of detail showing the status of individual sections.

4. Work Category Status

Next to the Profile Builder on the dashboard is the Work Category Status. The status will be verified if a minimum of one work category has been verified.

Click through to check the status of individual work categories. Keep your work categories up to date and verified to ensure you are eligible to be returned in Buyer searches.

Please Note: references are valid for up to 4 years from the date the work on the reference was completed. Any mandatory licences and accreditations will need renewing before their expiry date.

5. Section Status

Each segment displays the status of the section and any underlying forms (where there are multiple forms – C2 Finance and Insurance for example).

Click through to view the forms and update any sections requiring further information.

Compulsory Questions for All Plans

These sections, along with a minimum of one work category need to be completed, submitted and then verified to attain Bronze or Silver status. All sections and a Work Category will need to be "completed" before you are able to submit the first time.

Section	Status
C1 - Company Details	Status: Not Started
C2 - Financial and Insurance Information	Status: Not Started
C3 - Business and Professional Standing	Status: Not Started
C4 - Health and Safety	Status: Not Started

Supplier dashboard showing section status

To see how you will appear to Buyers viewing your profile click on 'Preview Profile View'. **** Avoid searching for your business as this will affect your statistics in the analytics overview ****

Silver Supplier
Registration no: 00388688

Target Level: SILVER
Current Level: SILVER Unverified

Overview | Report | Categories | **Company Details** | Financial and Insurance Information | Business and Professional Standing | More

COMPANY DESCRIPTION
[Read More](#)

PROFILE STATUS

- Company Details - Not Started
- Financial and Insurance Information - Not Started
- Business and Professional Standing - Not Started
- Health and Safety - Not Started

6. Profile Status





The status of each individual section is displayed providing an overview of which sections are verified and which require updating.

Sections for all Gold and Silver Levels are shown together in the section status. If you are a Silver Member ignore the status of Sections 01-04.

Status Indicators and Their Meaning

As you answer section questions and submit, or update documentation in each section, your progress will be reflected on the form and through the verification process. There are six different section statuses, their meaning and icons are shown below:

When submitting information for the first time after signing up, the sections will show a status of 'Completed – Please Submit' but you will only be able to submit once all the forms and a work category have been completed.

'Completed – Please Submit'	Supplier to action	
<ul style="list-style-type: none">Indicates that all the necessary information has been provided and the form or section is ready to be submitted.		
'Not Completed'	Supplier to action	
<ul style="list-style-type: none">The form has been started, but some mandatory information is missing. You must enter this information to complete the form and to submit for verification.		
'Awaiting verification'	Constructionline to action	
<ul style="list-style-type: none">The form has been completed and submitted to Constructionline for verification.If any further information is required you will be notified by email and your status will revert to Updates Required.If all the information is correct then the Form status will change to verified		
'verified'	No action required	
<ul style="list-style-type: none">The information provided has been checked and passed.The form will remain verified until the earliest of 12 months, or the expiry date of any documents provided.		
'Updates Required'	Supplier to action	
<ul style="list-style-type: none">Information provided needs to be updatedThis status will appear for the following reasons:<ul style="list-style-type: none">Constructionline is returning a submitted form with a request for more informationIt is 12 months since the form was last verifiedThe expiry of any associated documents uploaded with the form		
'Not Started'	Supplier to action	
<ul style="list-style-type: none">The form or section has not been started		

Please note: 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.