

# Upgrading to Gold Membership

---

What is Involved When Upgrading to Gold



# 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 how they can easily upgrade their membership and make the most of the Constructionline service.



# What is Involved When Upgrading to Gold Membership

Please use this guide to assist you when upgrading to Gold accreditation with Constructionline.

1. Log in to your profile
2. On the left-hand side of your profile you will see the following 'Review Membership' button - please click on this and choose 'Upgrade'



Please note: if you have an outstanding invoice for Silver, please pay this before you complete the following upgrade steps to allow pro rata to take effect. To allow the upgrade process to remain simple, the preferred method of payment is via the Credit/Debit Card option online with your profile, as detailed in step 6.



**When upgrading to Gold, depending on how many full months you have left until your renewal is due on your current level, you may be entitled to a pro rata credit applied to your upgrade invoice. The system will automatically calculate the pro rata credit to be applied.**

3. You will then be asked if you are a 'Supplier' or 'Supplier/Buyer'. Please choose the option relevant to your organisation.

What type of business or organisation would you like to upgrade to?

<p><b>Supplier</b></p> <p><b>Contractors</b> such as M&amp;E services, painters &amp; decorators, civil engineers, roofers, etc.</p> <p><b>Consultants</b> including architects, designers, building surveying, etc.</p> <p><b>Other Suppliers</b> such as tool hire, plumbing supplies, timber &amp; amp; builders merchants, etc.</p> <p><input type="radio"/> I am a supplier</p>	<p><b>Both Buyer &amp; Supplier</b></p> <p>Contractors &amp; Consultants who sub- contract and manage supply chains plus Principle Contractors, Principle Designers and QS Consultants.</p> <p>OR</p> <p><input type="radio"/> I am both</p>
--	--

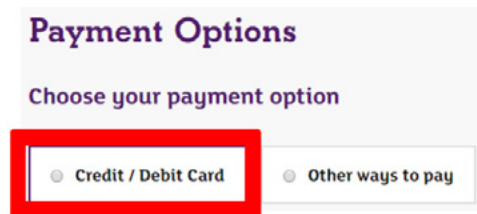
4. Once you have chosen Gold as your plan, you will then be asked if you would like to add an 'Acclaim' or 'Deem to Satisfy'. If you already have a valid SSIP Accreditation then you would choose the 'Deem to Satisfy' Certificate option. If you do not hold a valid SSIP Accreditation, then you will need to choose the 'Acclaim' option.

	<p>Our buying organisations have asked that Constructionline Level 3 mandates SSIP as the standard required for Health &amp; Safety Assessment. If you already have a valid Acclaim certificate, please select this option and we will provide you with an updated assessment.</p> <p><a href="#">More information</a></p>	<input checked="" type="radio"/> <b>Acclaim</b>
	<p>Our buying organisations have asked that Constructionline Level 3 mandates SSIP as the standard required for Health &amp; Safety Assessment. If you already have a valid SSIP certificate, please select this option. Simply upload your existing accreditation when building your profile.</p> <p><a href="#">More information</a></p>	<input type="radio"/> <b>Deemed To Satisfy</b>

The Gold plan is aligned to the Common Assessment Standard.

	<p>Constructionline's Gold and Platinum plans are now aligned to the Common Assessment Standard questionnaire. The Standard builds on the PAS 91 question set with additional industry-agreed questions and standards to provide a comprehensive assessment of the supply chain at the first stage of pre-qualification.</p>	<input checked="" type="checkbox"/>
---	--	-------------------------------------

5. Once you have checked the price of the plan at the bottom of the page, you can then click on 'Continue' and then 'Confirm Upgrade'. On the next page, you will then be asked to choose your method of payment. Depending on the value of the invoice, only credit/ debit card may be displayed.

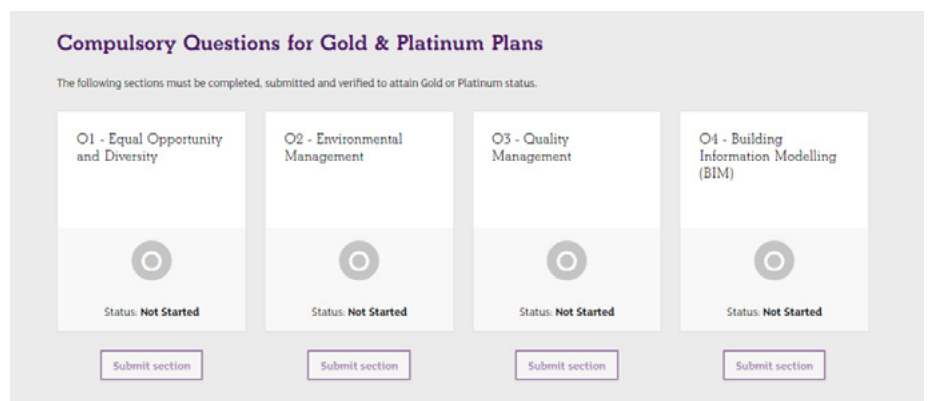


---

Please note: the Credit/Debit Card payment method is preferred and will be visible on your account immediately. If you select 'Other ways to pay' it will take longer to process. This could be up to seven working days and could delay the time it takes to receive your certificate. This is called an offline payment.

---

6. To continue to attain Gold you will need to complete the following sections and then submit them for verification. You might find you have already completed these sections and have one or more verified, but you will need to revisit each section and make sure you have given us all the relevant requested information to achieve the Gold standard.



### **Gold Questions** (To be submitted alongside the supplementary questions in L3)

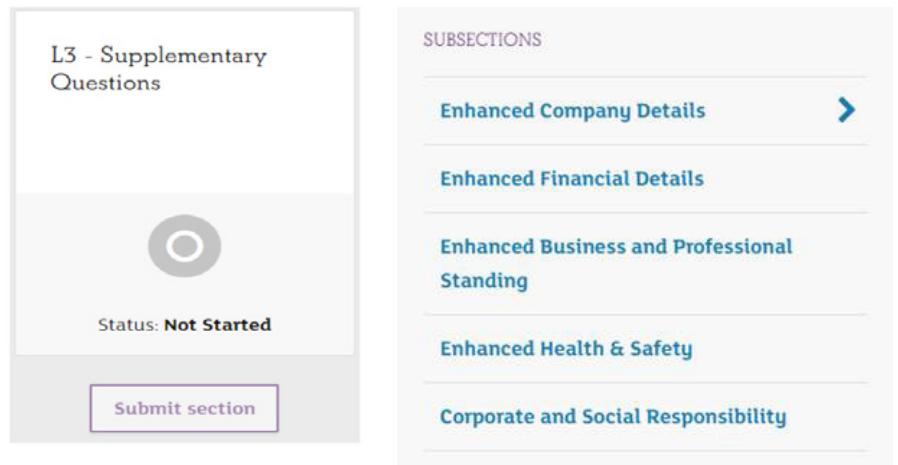
**Q1** will involve answering questions and providing evidence for how you deal with equal opportunities - for this section you will need to provide relevant policies and/ or written statements to prove this.

**Q2** will involve answering questions and providing evidence for how you deal with environmental management - for this section you will need to provide relevant policies and/or written statements to demonstrate environmental management. You will be exempt from filling out the questions in this module if your organisation holds a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate, and can provide the supporting evidence requested.

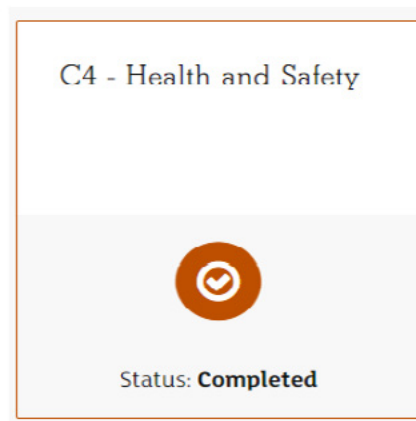
**Q3** will involve answering questions and providing evidence for how you deal with quality management - you will be exempt from filling out this section if your organisation holds a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 and can provide the supporting evidence requested.

**Q4** will involve answering questions on 'Building Information Modelling' - this may not be relevant to your organisation. In that case, click no to each answer. Please provide the following evidence compliance with PAS 11922 from an organisation with a related UKAS Accreditation or equivalent.

7. The next step is to complete the L3 section. The information collected for L3 goes beyond the data needed for PAS91, but is still crucial information for our portfolio of Buying organisations. Each subsection will go into further detail and will ask more in-depth questions surrounding how you deal with Health and Wellbeing, Equalities/Modern Slavery and Quality Management.



8. Finally, please make sure you go into the 'C4' Section and either fill out the 'Acclaim' questionnaire or upload your third-party SSIP exemption certificate.



**Once every section has been completed, please remember to go 'Back to sections' to 'Submit'.**

