

# Find and View Suppliers

---

How to find and view Suppliers in the new platform



# Contents

## Find Suppliers

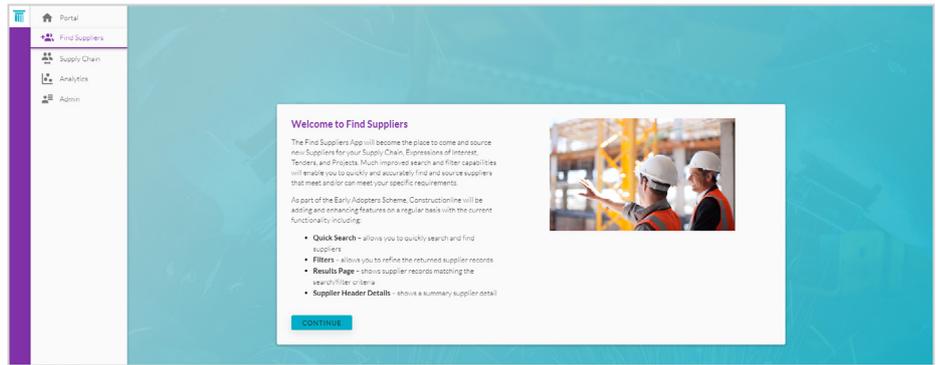
Find a Supplier .....	3
Find a Supplier by work category .....	3
Find a Supplier within your supply chain .....	3
Search filters .....	3
Levels .....	4
Location .....	4
Search results .....	4
View the supplier profile .....	4
Add to supply chain .....	4
Randomise .....	5
Add Filters .....	5
Can't find a supplier within the Constructionline network? .....	5
Filters .....	5

## Viewing a Supplier

Supplier Profile .....	7
Summary page .....	7
Company Overview .....	7
You & [Company Name] .....	7
Accomplishments - Levels and Compliance .....	7
Office Locations .....	8
Contact Information .....	8
Detailed supplier information .....	8
Compliance tab .....	8

# Find Suppliers

Once logged in, to start your search for a supplier, please select **Find Suppliers** on the left-hand navigation, and then select **'Continue'** on the overview page.



Within the new platform, there are three ways in which you can search for a Supplier:

## Find a Supplier

Located at the top of the page, our main Supplier search engine allows you to search for a specific Supplier within the Constructionline network. To allow you to find the right supplier, there are three ways in which you can search for the right supplier.

- Company name
- Companies house number
- Constructionline registration number

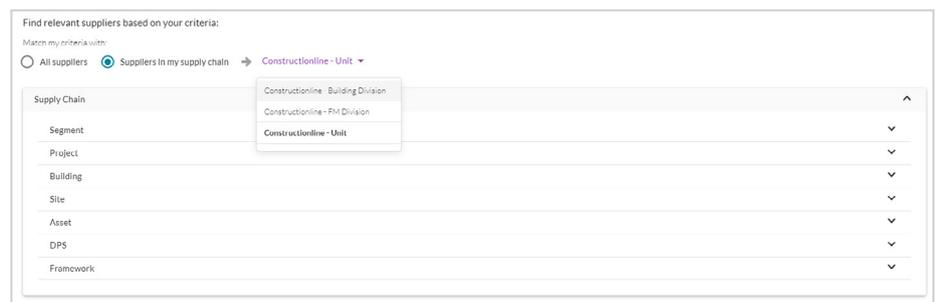
## Find a Supplier by work category

This allows you to search all suppliers within the Constructionline network by a particular work category to suit your needs. Simply select **'All suppliers'** and search for the work category within the **'Match suppliers to work categories'** search bar.

## Find a Supplier within your supply chain

If you are trying to find a supplier that is currently within your supply chain, you can do this, simply select the **'Suppliers in my supply chain'** radio button. Next to the radio button you will see the unit for which you are searching the supply chain. If you have access to more than one unit, you can change the unit you are searching for.

There is also a breakdown of the segment types below it.

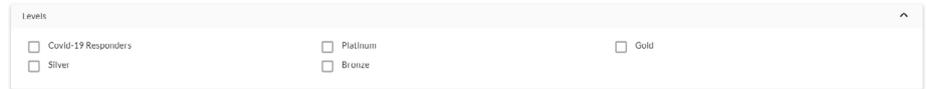


## Search filters

To help you to find the right supplier for your project, we have created filters that can help you narrow your search when using our **'All suppliers'** or **'Suppliers in my supply chain'** search function.

## Levels

If you are looking for a Constructionline member, who is currently verified to a particular level, you can now do this. Suppliers who are verified with a higher level than you require will also appear, for example, if a supplier is verified to our Gold level, they will also appear in searches for verified Silver members, giving you a larger pool of suppliers to select from.



A screenshot of a filter menu titled "Levels". It contains five checkboxes arranged in two rows. The first row has "Covid-19 Responders", "Platinum", and "Gold". The second row has "Silver" and "Bronze". All checkboxes are currently unchecked.

## Location

To give you maximum flexibility, we have split out our location search into two options:

- **Area of operation** – You can now find a supplier that can work within a particular area. You can search for an area based on Post Code, Town, County or Unitary authority.
- **Location of office** – Search for a supplier that has an office within a particular area, you can add a radius to this to expand your search further.

To view the search results, select **Search** at the bottom.

**Please note:** The **Level** and **Location** filters can be used together, but when used together, both search criteria need to be satisfied.



A screenshot of a filter menu titled "Location". It has two main sections. The first section is "Area Of Operation" with a "Location" search box and a magnifying glass icon. The second section is "Office located" with a "Location" search box, a "Distance (miles)" input field, and an "Add" button with a plus icon. Both search boxes have magnifying glass icons.

## Search results

Once you have hit the search button, you will be provided with a list of Suppliers that meet your criteria. On this results page, there are a number of actions you can take.



A screenshot of a search results header bar. It shows "Search (5,570 Results)" on the left and "More filters" on the right.

## View the supplier profile

Once on a particular Supplier's profile, there are a number of things you can do. We cover this in-depth in our other guide called '**Viewing a Supplier**.'

## Add to supply chain

Directly from the search page, it is possible to add suppliers to your supply chain or to a specific project or segments. There are two ways to do this.

- **Individually.** Select "**Add to supply chain**" next to the supplier record.
- **Multi-select.** Use the checkboxes to the left of the supplier record to select suppliers to be added.

Once selected, a segment and whether that is an approved supplier will need to be selected.

### Can't find a supplier within the network?

Our new Invite Supplier feature allows you to invite suppliers that are currently not on the Constructionline platform to join.

This will trigger a workflow that will invite the supplier to join, fast track will be given to any suppliers selecting this option.

### Randomise

If you would like to view a random list of your results, simply hit the 'Randomise' button at the top of the search results.

### Add Filters

Narrow down your search further by selecting 'Add Filter', where you can specify a membership level, location, or a company size. For more information, please view the below section on **Filters**.

### Export Search Results

If you would like to export the search results in an Excel format, you can do this. Select the 'Export' icon, and on the next window, select 'Export'. The text 'Export' will only appear once the results have finished loading.

- 1 Invite Supplier
- 2 Add Filters
- 3 Randomise
- 4 Add to Supply Chain
- 5 Export

Supplier	Construction ID	Office Location	Level	Action
INSIGHT CONSTRUCTION LIMITED	00438840	RH5 2PH	SSIP	Add To Supply Chain
TOTAL GROUPS(UK) LIMITED	00452684	LS1 2JP	SSIP	Add To Supply Chain
1 HORNES HOMES LTD	00469804		SSIP	Add To Supply Chain
123V PLC	70464	FK13 6LH	SSIP	Add To Supply Chain
1st Benchmark Limited	00380148	SB1 0QF	SSIP	Add To Supply Chain
21st Century Building Services Ltd	51286	B53 5PQ	SSIP	Add To Supply Chain

### Filters

On the search page, you can either apply filters for all suppliers, or alternatively, just suppliers in your supply chain.

From here, you can also apply additional work categories or change the work category completely. Additionally, it is also possible to define a notation value for that work category.

Company size can also be defined. For example, you may only want to search for Micro and Small companies.

The image shows three stacked filter panels. The first panel, titled 'Company Size', contains four checkboxes: 'Micro Enterprise', 'Large Enterprise', 'Small Enterprise', and 'Medium Enterprise'. The second panel, titled 'Levels', contains five checkboxes: 'Covid-19 Responders', 'Silver', 'Platinum', 'Bronze', and 'Gold'. The third panel, titled 'Location', has a sub-section 'Area Of Operation' with a 'Location' search box containing a magnifying glass icon. Below the search box is a horizontal line and the text 'Office located'.

As search criteria are entered, the filters are updated in the box to the right so you can keep track of how you have filtered your Suppliers.

The image shows a purple header bar with the text 'List of applied search filters'. Below the header, there are three sections: 'NEW Company Size (3):' with a list of 'Medium Enterprise, Small Enterprise, Micro Enterprise'; 'Work Categories (1):' with the text 'BUILDING GENERAL'; and 'All Suppliers'.

When you have finished filtering your results, select **“Apply New Filters”**. To return to the search results without applying the new criteria, select **“Close Filters”**.

The image shows a search results page. At the top left is a link '< Back to Find Suppliers'. Below it is the heading 'Find Suppliers' and the text 'Search results (138)'. At the bottom left is a blue button labeled 'ADD FILTERS'. To its right is a dropdown menu showing 'Location (1 filter)' with a downward arrow.

# Viewing a Supplier

## Supplier Profile

To view a Supplier's profile, select the record from the search results when you have completed your search criteria, or select the Supplier's name in following a 'Find Supplier' search.

At the top of the Supplier's profile page, you will see an overview of the Supplier's information, such as the levels they are currently verified to, their registration number, location and their companies house number. under "More" it is also possible to add a supplier to a supply chain, as well as create a printable view of the profile.

## Summary page

We will now look to give you a bit more of an overview of the Supplier's summary page to help you understand each section.

The screenshot shows the profile for HOMES LTD. At the top, there is a logo and the company name. Below that, there are tabs for Summary, Compliance, COVID-19, and Risk Analytics. The main section is titled 'Company overview' and contains the following information: Company size: Micro, Number of employees: 5, Companies House number: N/A, VAT number: N/A, and Turnover: £411,639. A description follows: 'Building Maintenance & planned repairs & renovations. We also attend to responsive maintenance. We cover areas of Nottinghamshire, Derbyshire, South Yorkshire & Lincolnshire. We are based in Worksop and have good links to all these areas. Our material supply chain is well served so we can generally get this sorted very quickly. We have an outstanding performance (KPI) record. Our team are experienced time served quality personnel that you would expect from a family run, efficient business.' Below this, there is a section for 'You & 1 HORNES HOMES LTD' with two columns: 'Supply Chains' showing 0 Active and 'Segments' showing 0 Active.

## Company Overview

This shows the high-level company information. Including turnover, number of employees, companies house number and VAT number. This page also accommodates a description of that Supplier.

The screenshot shows a 'Company overview' section. It includes the following details: Company size: Medium, Number of employees: 87, Turnover: £4,443,828, and Companies House number: 06186817. The VAT number is 535189725. A description follows: 'We are a family run business, which is solely owned and have been trading since 1989. Throughout our twenty six years of providing quality building and maintenance service to local areas within South Wales we have become a reputable company directly employing over 70 operatives all who live...'. There is a 'More' link at the bottom right of the description.

## You and your relationship with a Supplier

This shows whether the Supplier you are looking at is in a supply chain segment for your organisation. It also lists the number of active segments, if for example, that Supplier was working on several projects.

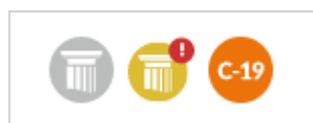
The screenshot shows a section for 'You & 1st Industrial & Commercial Services Ltd'. It has two columns: 'Supply Chains' with a count of 1 Active and 'Segments' with a count of 1 Active.

## Accomplishments - Levels and Compliance

Where a Supplier has signed up for a level, we show this in the "badges" displayed in both the search results and against that supplier profile.

Wherever a "badge" has the red exclamation icon, this Supplier is not verified.

In the below example, the Supplier has signed up for Gold, though is currently only verified to Silver and not verified to Gold.



## Office Locations

This shows the locations that the Supplier has offices/branches at.



## Contact Information

This shows the contacts for that Supplier such as primary contacts in the business as well as a business directory.

## Detailed supplier information

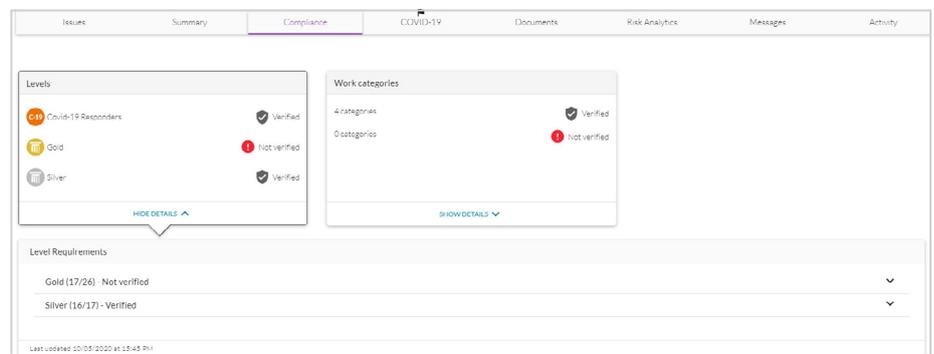
You will also see a number of tabs that will give more information on that particular Supplier. These are as follows:

- **Summary:** This shows the high-level summary information for that Supplier, e.g. contact details, address information etc.
- **Compliance:** This shows the compliance for that Supplier, where they are compliant or not. This is the section from where the question responses can be viewed.
- **COVID-19:** This is the question responses to the COVID-19 question set. Where this has been answered, the tab will have a flag on it.
- **Risk Analytics:** This will show the analytics for that Supplier. You may see this tab if this has been enabled for your organisation.
- **Activity:** This will show the submissions for verification. This is not currently live.

## Compliance tab

This shows the compliance for a Supplier, where a Supplier is non-verified, this is where you can see the detail of what is not verified.

To view the details of what has been verified and what hasn't, please select "**Show Details**". There are currently two parts to this, one for levels and the other for work categories.



Once the section is expanded, it is possible to sort the columns. For example, you can sort column “Status” to show the non-verified sections at the top.

The screenshot shows a user interface with two summary panels at the top. The 'Levels' panel on the left shows 'Covid-19 Responders' (Verified), 'Gold' (Not verified), and 'Silver' (Verified). The 'Work categories' panel on the right shows '4 categories' (Verified) and '0 categories' (Not verified). Below these is a table titled 'Level Requirements' for 'Gold (1/26) - Not verified'. The table has columns for Requirement, Group, Status, Expiry, Last modified, and an action link.

Requirement	Group	Status	Expiry	Last modified	
Enhanced Health & Safety	I.3 - Supplementary Questions	Not verified	-	24/01/2020	<a href="#">See responses</a>
Corporate and Social Responsibility	L3 - Supplementary Questions	Not verified	-	24/01/2020	<a href="#">See responses</a>
Environmental Management	O2 - Environmental Management	Not verified	-	11/02/2020	<a href="#">See responses</a>
Quality	O3 - Quality Management	Not verified	-	23/10/2019	<a href="#">See responses</a>

In order to view the question responses, you can select “See Responses”. The “Work Categories” can also be shown by selecting “Show details”. It will be possible to view the detail through selecting “View”.

The screenshot shows a user interface with two summary panels at the top. The 'Levels' panel on the left shows 'Covid-19 Responders' (Verified), 'Gold' (Not verified), and 'Silver' (Verified). The 'Work categories' panel on the right shows '4 categories' (Verified) and '0 categories' (Not verified). Below these is a table titled 'Work Categories'. The table has columns for Work Cat, Section, Status, Verified on, and an action link.

Work Cat	Section	Status	Verified on	
BUILDING GENERAL	GENERAL (1 Contractor) BUILDING GENERAL	Verified	14/03/2018	<a href="#">View</a>
BUILDING REFURBISHMENT OVER 15K	GENERAL (1 Contractor) BUILDING GENERAL	Verified	09/03/2018	<a href="#">View</a>
BUILDING (SOCIAL HOUSING)	SECTOR (1 Contractor) BUILDING GENERAL	Verified	14/03/2018	<a href="#">View</a>
CIVIL ENGINEERING	GENERAL (1 Contractor) CIVIL ENGINEERING	Verified	14/03/2018	<a href="#">View</a>