Supplier Portal – Managing Compliance

How to navigate around the Supplier functionality in the new platform

Constructionline

Contents
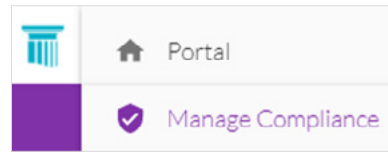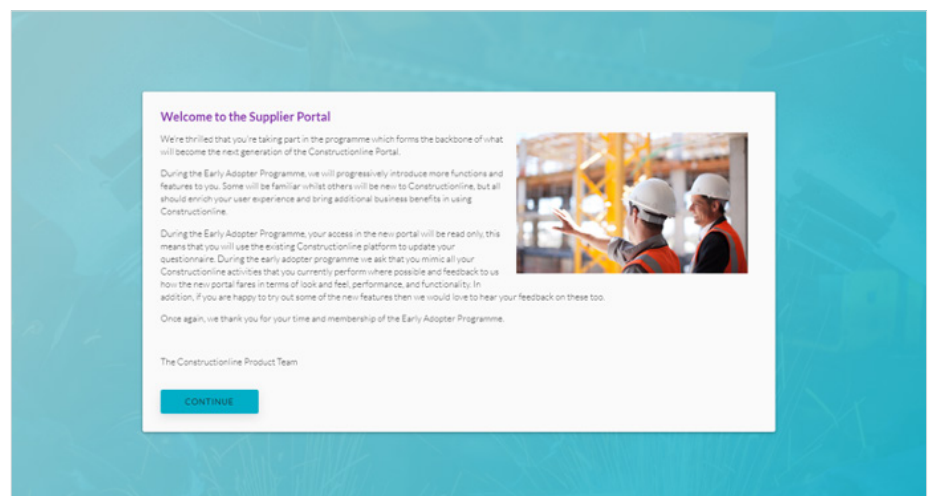
Managing Compliance

Manage Compliance

User permissions will determine what options are available to you on the left-hand side of the navigation.

In order to access supplier functionality and manage your profile, you will see the **"Manage Compliance"** option on the left.

Once you have selected this option, you will be presented with our supplier portal welcome page, and to progress through to the **"Manage Compliance"** tab, you will need to select the **"Continue"** button.

Upon selecting the **"Continue"** button you will see the **"Manage Compliance"** page.
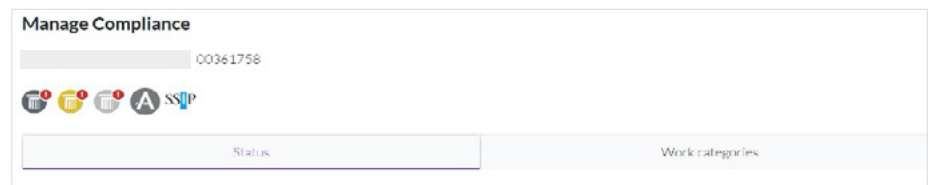
At the top of this page you will see the following:

- Company Name
- Constructionline Registration Number
- Any previously updated details

Managing Compliance

Below this you will see the compliance details. This will show the levels relevant to the plans that you have signed up for.

The page is split into two parts:

1. **Status** – This is where compliance can be viewed, as well as question answers and work categories.

2. **Work Categories** – This is where work categories can be managed

Managing Compliance

Status

Within the status area you will see three sections:

1. **Level** – This shows the plans you have along with the verification status for each.

2. **Work categories** – This shows the verification status for the work category itself.

3. **Buyer connections** – This will show you the buyers that you relate to, along with the compliance status for those buyers.
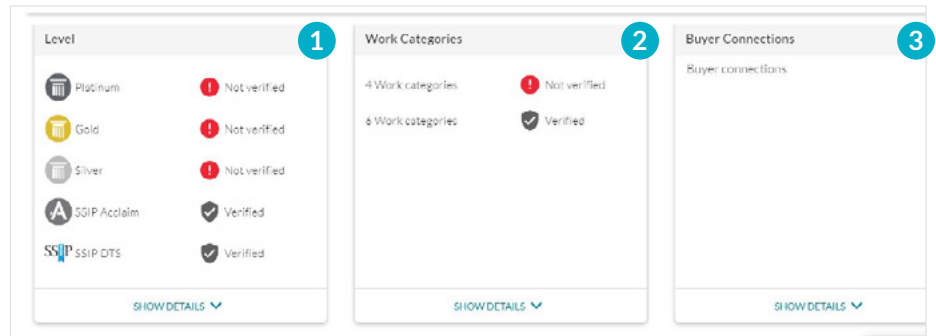
Levels

In order to view the details for compliance for the level you are on (e.g. Silver), you can select **"Show Details"** under the levels box. This is where you would go to understand what section within your plans needs attention.

Against each section, you can also see which sections are applicable to which plans, and what the verification status is for each section. To view details, select the downwards chevron next to that section.

On viewing the details, you can see each requirement. These columns can be sorted, so if you want to bring the details of any non-verified section at the top, you can sort by column **"Status"**.

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Please note that at this stage, all editing of answers currently needs to be done within the existing Constructionline portal.

Upon selecting **"Edit"**, the details and responses for that requirement will be shown.
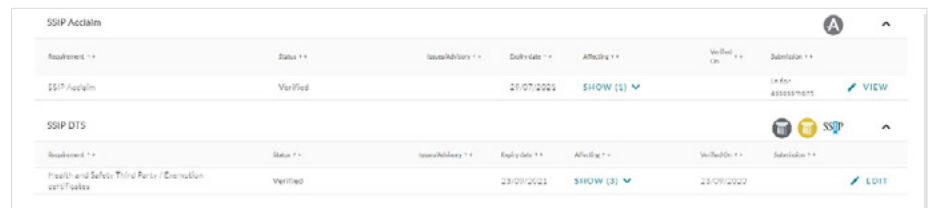
To exit this, select **"Close"** at the top of the page.
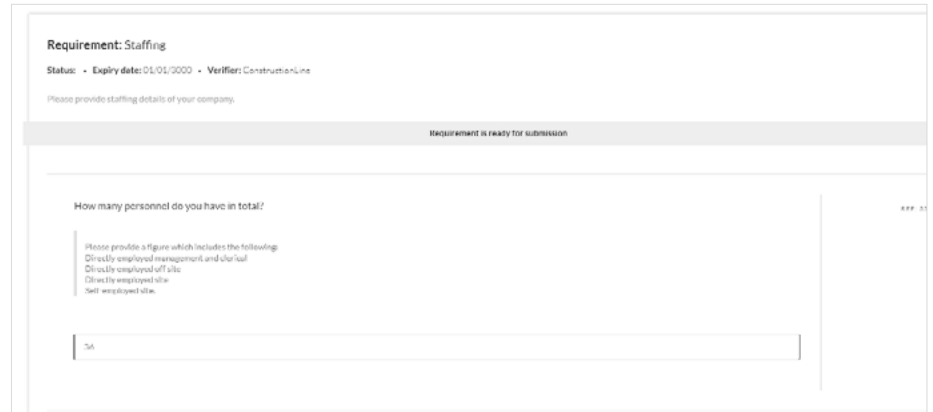
SSIP

Bronze, Gold and Platinum levels need to have an SSIP to be verified, if you don't hold an SSIP with a 3rd party, you will need to complete the SSIP Acclaim requirement at the bottom of the list.
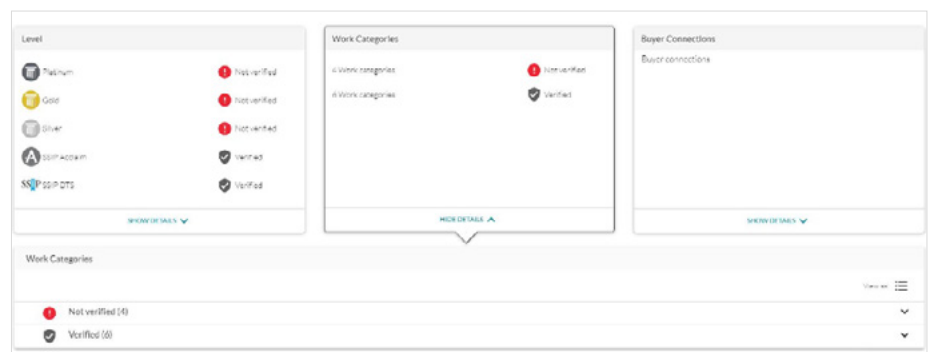
Silver level can complete the SSIP Acclaim, but you can be verified to Silver without passing your Acclaim.

Work Categories

This area is where you can view the work categories as well as the status of the work categories.

To view in more detail, simply select the **"Show Details"** tab. If you would like to edit any section, then please select **"Edit"** next to the work category.

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Please note this value cannot exceed 75% of your overall turnover.

In here you can provide information on the contract value for that work category.

You can also select whether this work is sub-contracted.

Please note, your if your chosen work category does not require a licence, it will automatically change to a 'Verified' status when you back to your Work Category section.

Lastly you can view requirements for that work category.

This will be only be available if you are required to have licence in the category of work you have selected. To add/remove your licence, please select **"Edit"**.
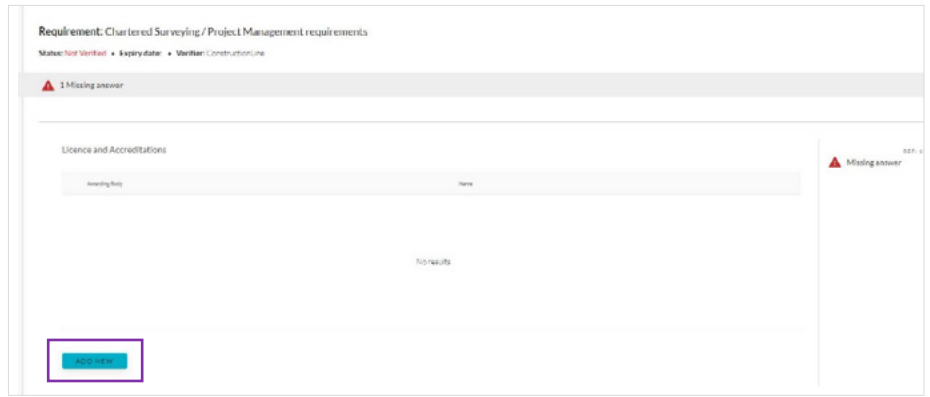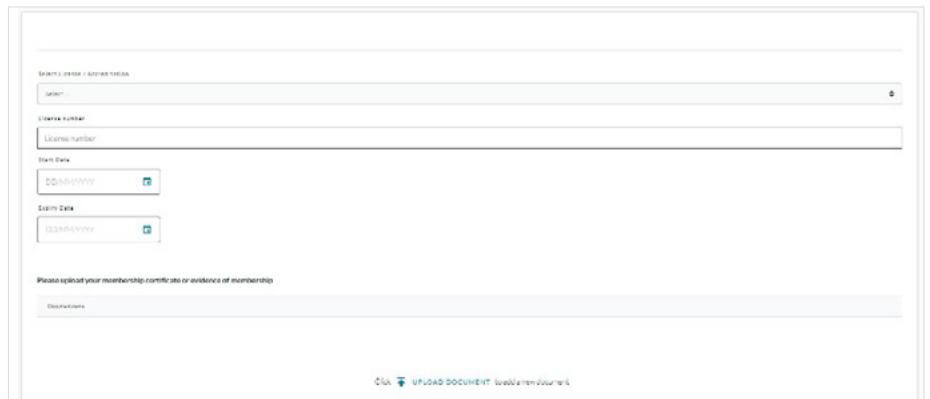

Once you select **"Edit"**, there will be options to add your Licences.

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You will be able to select your Licence, provide licence number and the register the date matching with the certificate or evidence you provide.

Once completed, please press **"Save"** at the top of the page and mark **"Ready for assessment"** or **"Submit"** it for verification.

Buyer Connections

This is currently in development and will show buyers that you are both connected along with showing you the compliance for that buyer.

Work Categories Tab

The next section is **"Work Categories"**. In this page you will be able to edit your work categories, by either removing them or adding new ones. Again, all editing for now needs to be done in the existing portal.