

# Material Suppliers *Plus* Membership

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A How To Guide on your Material *Plus* Membership



**Constructionline**  
Material Suppliers

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## Material Suppliers *Plus* Membership

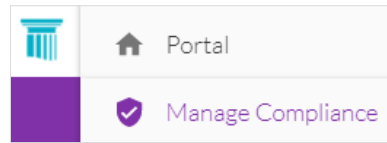
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# Material Suppliers Plus Membership

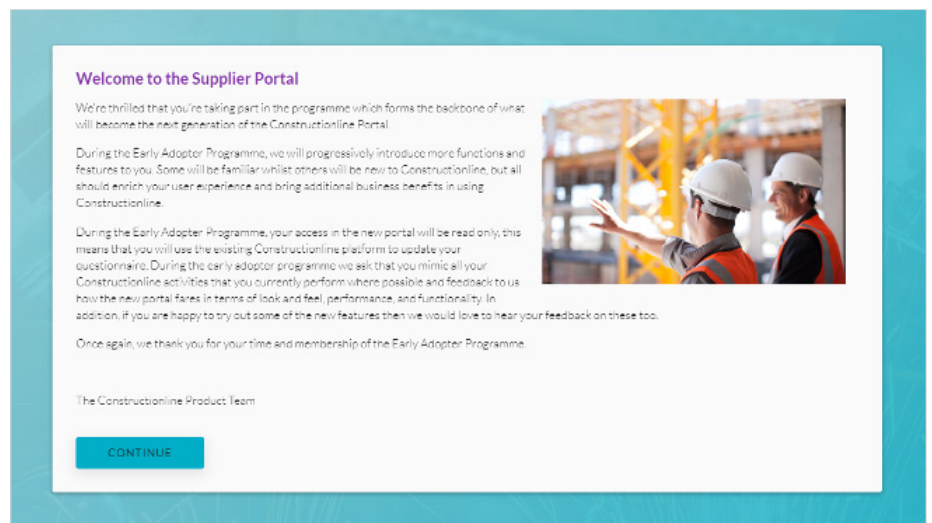
## Getting Started

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.

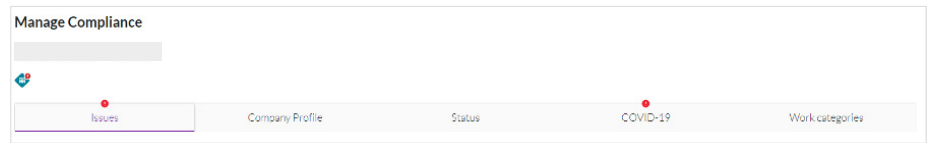


# Material Suppliers Plus Membership

## Managing Compliance

Upon selecting the 'Continue' button you will see the 'Manage Compliance' page.

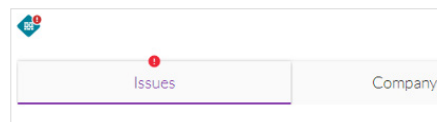
At the top of this page you will see the following:



- Company Name
- Constructionline Registration Number
- Your plan logo
- Tabs for the different sections of your profile
  - Issues
  - Company Profile
  - Status
  - Covid-19
  - Work Categories

A red exclamation mark indicates that there are outstanding actions for you to complete.

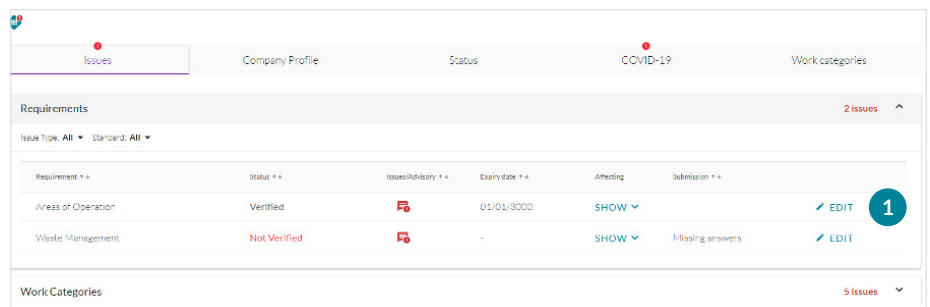
## Issues



This tab gives you a quick overview of all sections that currently require action.

Clicking on each section will display which requirements or work categories require attention:

1 Edit

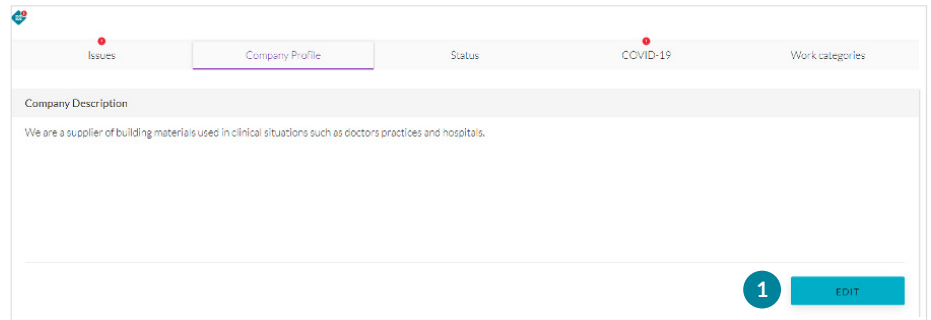


By clicking on the 'Edit' button to the right you can go directly to the relevant requirement and make the necessary updates.

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1 Edit

## Company Profile



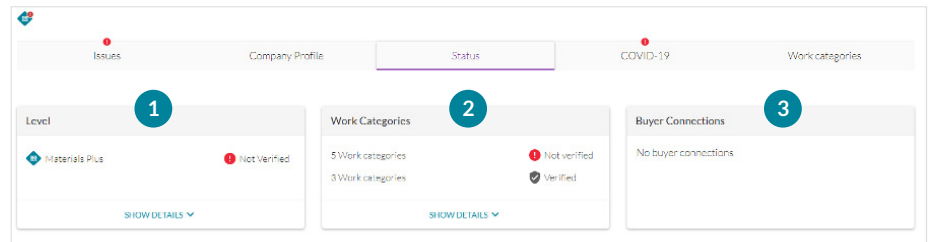
This tab allows you to give buyers an overview of the work your company carries out. By clicking the 'Edit' button you can change this when necessary. This section does not require verification.

## Status

1 Level

2 Work Categories

3 Buyer Connections



This tab is where you view and manage your compliance.

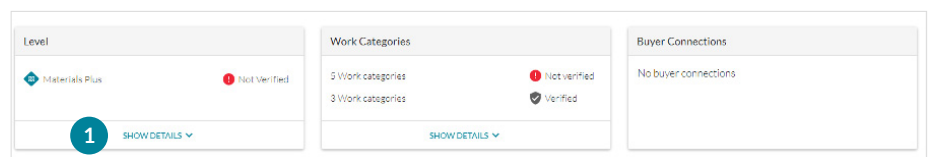
Within the status area you will see three sections:

1. **Level:** This shows the plans you have along with the verification status for each.
2. **Work categories:** This shows the verification status for your work categories.
3. **Buyer connections:** This will show you the buyers that you relate to, along with the compliance status for those buyers.

## Levels

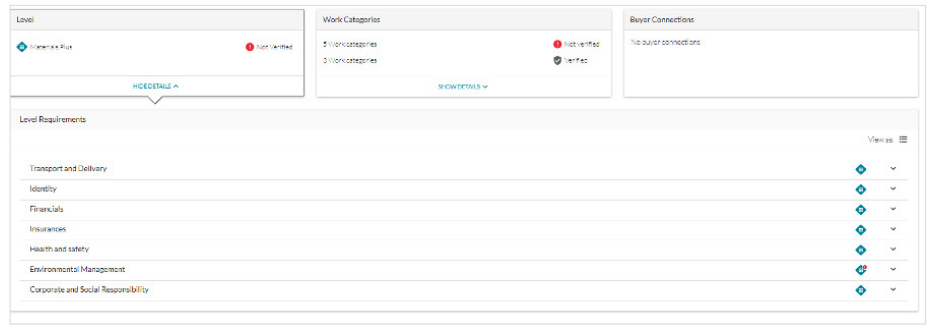
In order to view the details for compliance for the level you are on (e.g. Materials Plus), you can select 'Show Details' under the levels box.

1 Show Details

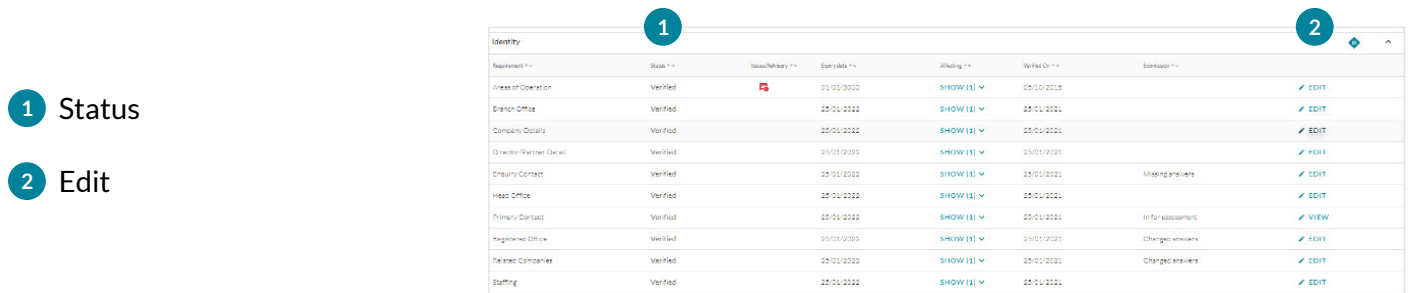


This will expand the selection to show you all the sections that you must complete in order to achieve verification, along with your verification status for each one. Again, a red exclamation mark will show which sections require action. To view details, select the downwards chevron next to that section.

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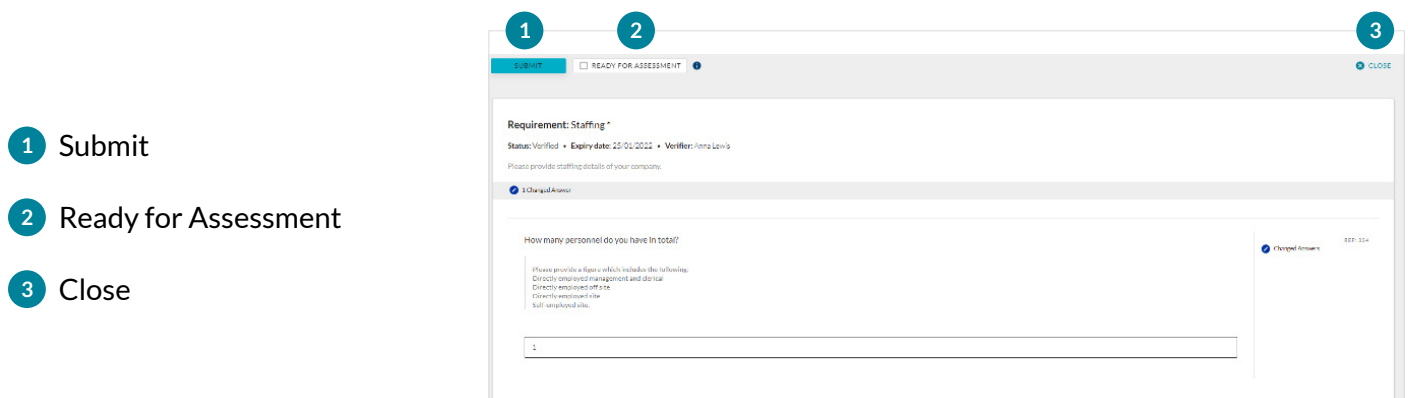
On viewing the details, you can see each requirement. These columns can be sorted, so if you want to bring the details of any non-verified section at the top, you can sort by column 'Status'.



1 Status

2 Edit

To look at the details and change any answers you will need to select 'Edit' next to the requirement.



1 Submit

2 Ready for Assessment

3 Close

Upon selecting 'Edit', the details and responses for that requirement will be shown.

Once you have input your information you have two options available in the top left corner:

- 1. Submit:** This allows you to submit the requirement instantly.
- 2. Ready for Assessment:** By ticking this box you indicate that you have completed the requirement, but you have not submitted it yet. Instead, you can use this function to submit multiple requirements at the same time once you have completed them all. We recommend this option as it is likely to reduce your waiting time.

To exit the requirement, select 'Close' at the top of the page.

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## Work Categories I

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.

### 1 Show Details

The screenshot shows a dashboard with three main sections: 'Level', 'Work Categories', and 'Buyer Connections'. The 'Level' section shows 'Material Suppliers Plus' with a 'Not Verified' status. The 'Work Categories' section lists 'BATTERY MONITORING' (Not Verified) and 'ELECTRICAL REQUIREMENTS' (Verified). A red circle with the number '1' is placed over the 'SHOW DETAILS' button for 'BATTERY MONITORING'. The 'Buyer Connections' section shows 'No buyer connections'.

The screenshot shows the details for the 'BATTERY MONITORING' work category. It includes a 'Section' dropdown set to 'Contractor', a 'Notation' of '01799', and an 'Expiry date' of '16/08/2020'. There is a text input field for 'Enter a maximum contract value for which you have undertaken work for the above category in the past 2 years'. Below this is a dropdown menu labeled 'Please specify, by selecting from the dropdown, to what extent you would sub-contract this category of work'. At the bottom, there is a table of requirements with columns for 'Requirement', 'Status', 'Standard', 'Expiry Date', 'Verified On', and 'Action'. The first row is 'Electrical requirements' with a 'Not Verified' status. There are 'SAVE' and 'Cancel' buttons, and a table footer with 'SHOW (4)' and 'EDIT'.

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

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

The screenshot shows a text input field containing the value '1000000'. Below the field is a red error message with an exclamation mark icon: 'This amount is greater than 75% of the current turnover that was declared in the Financial Details section.'

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

The screenshot shows a dropdown menu with the text 'Please specify, by selecting from the dropdown, to what extent you would sub-contract this category of work'. The selected option is 'Always sub-contract this work'.

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Once you select 'edit', there will be options to add your Licences.

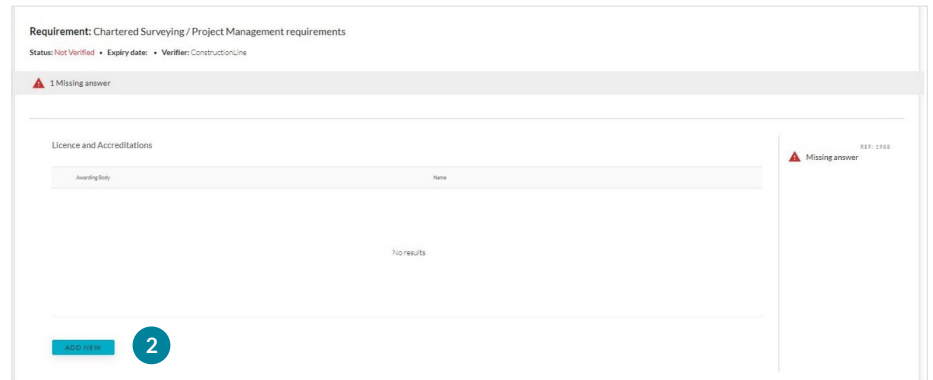
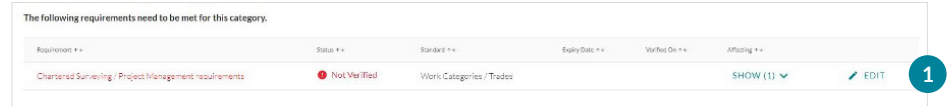
## 1 Edit

## 2 Add New

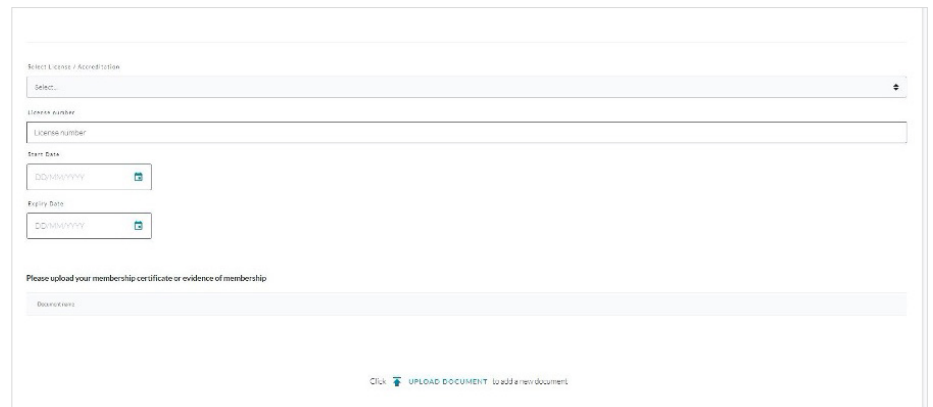
Lastly you can view requirements for that work category.

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

Some work categories do require you to have a licence in which case an additional box will appear. To add/remove your licence, please select 'Edit'.



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.

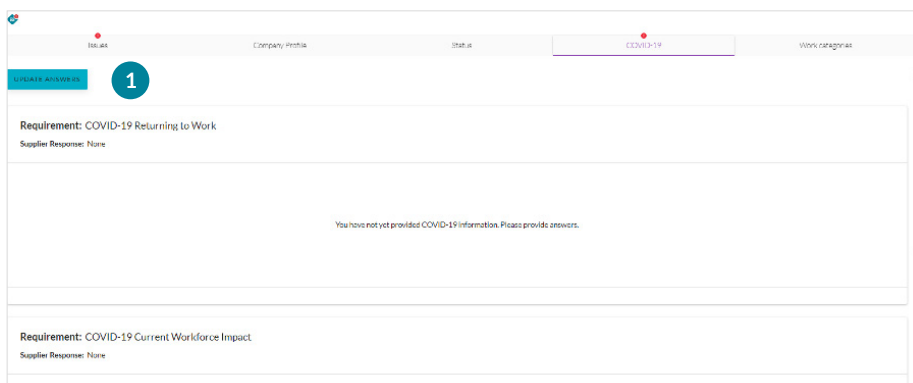


# Material Suppliers Plus Membership

To answer the Covid-19 question set, simply click on 'Update Answers' on the top left.

## 1 Update Answers

## Covid-19



Our main contractor group have requested that Constructionline make available a small subset of questions related to the preparedness of Suppliers for the COVID-19 pandemic and to track the ongoing impact of the pandemic on their staff and businesses. This data is shared with the main contractors, the wider construction industry and public health bodies giving them greater insight into how the industry is coping and allowing them to track where the COVID-19 standard operating procedure is in place.

These questions will not be assessed or be used to calculate your Constructionline verification status. By answering this set of questions however, you are allowing the main contractors to gauge vital information on how they can best support suppliers during this difficult time.

## Work Categories II

In this tab you will be able to edit your work categories, by either removing them or adding new ones.

## 1 Add New Work Categories

