# Supplier Portal – Membership Centre

How to manage your subscription in the OFA platform



### Contents

### Membership Centre

Manage Subscription	3
Store	5
Basket	7

# Membership

#### **Manage Subscription**

### Centre

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

To manage your subscription, click the **"Membership Centre"** option in the menu on the left.



The first page you will see is **"Your Subscription"** in **"Manage Subscription"**. Here you can see your current product, the payment status, and any recommended products.

Membership Centre CL Demo - Main	Manage Subscription					
E BACK TO PLATFORM	Your Subscription Invoices Billing					
	Current Product	Payment Status	Start Date	Expiry Date	Recommended Product	
Anage Subscription	Constructionline - Platinum	Paid	25/10/2022	25/10/2023		
📱 Basket	Your subscription renewal invoice will be sent on 25	i/09/2023				Make changes to subscription
Benefits to your company since you joined						
Added to 15 supply chains ↑+10% this month	Recommended for you					
Invited to tender for 7 work opportunities for electric services	Take the stress out of staying verified with verified status so you're always ready to v	h the help of our Concierge s win new work.	ervice where you'll have a dedicat	ed agent to help maintain y	our	
Acclaim SSIP included for FREE No need to duplicate info you've already						
provided as part of your Gold membership	Concierge			0		
	With our Concierge service you get a dedicated you get verified and makes sure you stay comple	verification specialist that helps stely verified 100% of the time.	What's in it for me?	-		
	Learn more		Dedicated verification expert to alwa     Any items you submit get reviewed w	ys help ithin an hour		
	Add to your subscription today for @ <b>£83.17</b> exct VAT (Annual price is £499.00)		Saves you time and effort for other th	lings		
	Add to basket					👳 We're here to help

Click **"Invoices"** to see past paid invoices, outstanding invoices, and credit notes. These can be downloaded too.

mbership Centre <b>Demo - Main</b>		Manage Subscript	ion				
BACK TO PLATEORM		Your Subscription	Noices Billing				
		An invoice to renew your sub:	scription will be sent on 25/09/2023				
Manage Subscription		You have no unpaid inv	voices				
Basket		Past invoices and credi	t notes				
nefits to your compan ce you joined	у	Reference ↑↓	Issued date $\uparrow\downarrow$	Due date   ↑↓	Amount (VAT incl.)	Status †↓	
ed to 15 supply chains 4 month	↑+10%	CM72792	06/09/2023		-£69.80	Applied	Download 🛓
ted to tender for 7 work ortunities for electric	<b>↑+6%</b>	INV2107773	06/09/2023	06/10/2023	£69.80	Credited	Download 🔹
ices		INV2076170	25/10/2022	24/11/2022	£2,878.80	Paid	Download 👲
need to duplicate info you've a vided as part of your Gold nbership	already	INV2075759	21/10/2022	20/11/2022	£2,878.80	Paid	Download 🛓
		INV2075357	18/10/2022	17/11/2022	£2,878.80	Paid	Download 🛓
		INV2072925	26/09/2022	26/10/2022	£548.90	Paid	Download 🛓
		INV2071119	07/09/2022	07/10/2022	£2,878.80	Credited	Download 🕈
		INV2048128	13/01/2022	12/02/2022	£139.30	Paid	Download •

If you have an outstanding invoice, or one due to expire within 30 days, you will see the option to make payment with **"Pay Now"**.

Your Subscription	Invoices 🕕	Billing			
An invoice to renew you	subscription will b	e sent on			
You have an overd	ue invoice				
Invoice reference		Invoice date	Due date	Outstanding amount (VAT incl) £1,099.00	PAY NOW
				Download 🛓	

If you select **"Credit/Debit Card"** and **"Pay by Credit/Debit Card"**, you will be taken to the payment screen to make payment online.

Payment Options	
Choose your method of payment	
Credit / Debit Card Other Payment Options	
Amount to Pay (VAT incl.) £1,099.00	
Credit / Debit Card Once you select "Pay by Credit / Debit Card", you will be redirected to an external website to	enter your debit or credit card details to complete your payment.



💬 We're here to help

If you select **"Other Payment Options"**, you will be provided with the payment information for bank transfer and payment by phone. Click **"Confirm to Pay by Other Option"** to confirm payment has been made.

Payment Options	
Choose your method of p	ayment
Credit / Debit Card	Other Payment Options
Amount to Pay (VAT i	incl) £1,099.00
<b>BACS</b> Use the following details to	o complete a payment via bank transfer. Don't forget to add the involce reference. Please bear in mind that bank transfer may take up to 3 days to process.
Bank:	Barclays Bank Pic
Account name:	Fortius Limited
Sort code:	20-67-59
Account number:	70872326
Reference:	Your Invoice Reference
If you have any questions a	about our payment options please contact our customer service team on 0333 300 3066
Pay over the phone	
To pay over the phone, con	ntact our payment phone line on 0125 659 1219
	DRAV BY OTHER OPTION

👳 We're here to help

The **"Billing"** tab allows you to amend the information for billing – you can also add other email addresses that require a copy of your invoice or credit note by clicking **"Add a Recipient"**.

Membership Centre CL Demo - Main	Manage Subscription				
	Your Subscription Invoices	Billing			
Lanage Subscription	Invoices and credit notes will be	sent to:			
)買 Basket	Primary billing contact	Phone	Email	Billing address	
Benefits to your company since you joined Added to 15 supply chains ↑+10% this month Invited to tender for 7 work ↑+6%	Mr Support Account		support@constructionline.co.uk	MidPoint Alencon Link Baniptoke Hampphihe RG21 7PP GB	Edit details 🖍
opportunities for electric services	Add recipients so they can also	be sent invoices and credit note update:	5		Add a recipient +
Acclaim SSIP included for FREE No need to duplicate info you've already provided as part of your Gold	Contact name	Email			
memoer sinp	Accounts Department				Remove 📱 Edit details 🖌
					Remove 📋 Edit details 🖌
					We're here to help

#### Store

The Store is where you can add and compare other products to your subscription, including other memberships and bolt-ons.

The Store can be accessed by clicking "Store" on the left side of the screen.



If you click **"Compare Product Levels"**, you can see the difference between levels in one of the products – for example, the difference between Facilitiesline Bronze and Facilitiesline Gold.

mpare Facilitiesline Product Levels					
Encret Batt there are subscribed to takey for O E24.83 net star (Janual price in E19792) Add to trained of	Recommended Gold And to your subscription today for @ £58.17 end war Johannal price is £347000 (Add to tacker @)				
Full Product Lev	els comparison Y				
⊘ Marketplace ⊙	⊘ Marketplace ⊙				
⊘ Identity	⊘ Identity				
⊘ Insurances	⊘ Insurances				
Work Categories/Trades (limited)	Work Categories/Trades (limited)				
⊘ Health & Safety	⊘ Health & Safety				
Risk Assessment	⊘ Risk Assessment				
× Acclaim SSIP ③	⊘ Acclaim SSIP ①				
× Environmental Management	Environmental Management				

When you click **"Add to Basket"**, you will see this pop up, and the Basket will update on the left.



### Membership

#### Basket

### Centre

Basket is where you will make payment for any upgrades you've added to your membership.

Click **"Basket"** on the left side of the screen in Membership Centre. You can view your current basket items and the pro-rata cost for upgrading. Please note your subscription end date may change depending on which products you have purchased.

- If you upgrade your current membership or add a new membership, you will be invoiced for 12 months of membership, with a deduction of any time elapsed on your current membership. Once payment has been made, your subscription start and end date will change to match the start date of the upgrade.
- If you add a bolt-on to your membership only, the subscription end date will remain the same, and the bolt-on will last until that date.
   When your subscription ends and you receive the next invoice, the bolt-on will be charged in full for the 12 months.

`≝ Basket				×
			1 item	
	Products		Annual price	
	Facilitiesline - Gold ①		£349.00	
	✓ Pro rata amount ①		-£290.83	
	You're adding:	Facilitiesline - Gold (12 months):	£349.00	
	For the time elapsed on your subscription we'll give you:	Pro rata discount:	-£290.83	
	Subtotal:		£58.17	
	Got a question? For help use our Live Chat feature, or call us or	0333 300 3066		
	Subtotal to add to subscription		£58.17	
	VAT (20%)		£11.63	
	Total due (VAT incl.)		£69.80	
0	Continue shopping	Pro	occeed to payment	

Click **"Proceed to Payment"**, the first page will show information on how to pay by Direct Debit. You will need to download the form and send this to the email listed. You can then click **"Pay by Direct Debit"** to confirm the form has been sent.

Payment Options	🛒 Checkout	1 item
Choose your method of payment	Products	Annual price
Direct Debit Credit / Debit Card Other Payment Options	Facilitiesline - Gold 🛈	£349.00
- Research	> Pro rata amount ③	-£290.83
You will be able to use your purchase now, but your account may remain unverified until your payment clears.		
	Subtotal to add to subscription	£58.17
Primary billing contact details	VAT (20%)	£11.63
Direct Debit	Total due (VAT incl.)	£69.80
To pay by Direct Debit please download and complete the Mandate Form, then submit this to:		
remittances@constructionline.co.uk		
Please ensure your Membership ID: Is included within the Direct Debit reference.		
On receipt of the completed form we will collect payment for invoices by direct debit. The open invoice will remain open until payment has cleared.		
Download Direct Debit Form ±		
You could save money if you switch to Direct Debit Direct Debit is a more streamlined experience, removing barriers to paying or remembering to pay.		
Edit Baset R Pay by Direct Debit	Ø	We're here to help

If you select "Credit/Debit Card" and "Pay by Credit/Debit Card", you will

be taken to the payment screen to make payment online.

Payment Options	置 Checkout	1 item
Choose your method of payment	Products	Annual price
Direct Debit Credit / Debit Card Other Payment Options	Facilitiesline - Gold ①	£349.00
	> Pro rata amount ①	-£290.83
> Primary billing contact details Lott details		
Credit / Debit Card	Subtotat to add to subscription VAT (2010) Total due (VAT incl.)	£58.17 £11.63 £69.80
Edit Basisti Tr Pay by Gredit / Dabit Cand		We're here to help

You will need to select the reason for purchase before making payment – you can select one of the following options.



After selecting the reason, please enter the code, client name, event, or other details, then click **"Confirm"**.

If you select **"Other Payment Options"**, you will be provided with the payment information for bank transfer and payment by phone. Click **"Confirm to Pay by Other Option"** to confirm payment has been made.

Choose your method of	payment		) Checkout	1 item
Direct Debit Cred	t / Debit Card Other Payment Options		Products	Annual price
			Eacilitiesline - Gold ①	£349.00
Please note			<b>U</b>	
- Too will be able to	use your purchise now, our your account may remain unvernied until your payment clears.		> Pro rata amount ③	-£290.83
> Primary billing con	tact details	Edit details 🖌		
			Subtotal to add to subscription	£58.17
BACS			VAT (20%)	£11.63
Use the following details to	complete a payment via bank transfer. Don't forget to add the invoice reference. Please bear in mind that bank transfer may take up to 3 days to process.		Total due (VAT incl.)	£69.80
Bank:	Barclays Bank Pic			
Account name:	Fortius Limited			
Sort code:	20-67-59			
Account number:	70872326			
Reference:	Your Invoice Reference			
If you have any questions a	bout our payment options please contact our customer service team on 0333 300 3066			
Pay over the phone				
To pay over the phone, con	act our payment phone line on 0125 659 1219			
Edit Basket )	to pary by other option			We're here to help

Before making payment by any method, you can amend the primary billing contact details using the drop-down menu.

Payment Options	🛒 Checkout	1 item
Choose your method of payment	Products	Annual price
Direct Debit Credit / Debit Card Other Payment Options	Facilitiesline - Gold 🕥	£349.00
Please note     You will be able to use your purchase now, but your account may remain unverified until your payment clears.	> Pro rata amount ()	-£290.83
Primary billing contact details	Subtotal to add to subscription VAT (20%)	£58.17 £11.63
Primary billing contact:     Mr Support Account     Billing address:     McRoin in Aerocon info Billing address:       Prome:     Billing address:     Aerocon info Aerocon info Billing address:       Email:     support@constructforifine.co.uk     Humpshre Billing address:       CB     CB	Total due (VAT incl.)	£69.80
BACS Use the following details to complete a payment via bank transfer. Don't forget to add the invoice reference. Please bear in mind that bank transfer may take up to 3 days to process. Bank: Barclays Bank Pic Arrowstenser: Excluse Bank Pic		
Edit Basiet         R         Confirm to pay by other coption	ø	We're here to help

#### Still feeling stuck?

You can contact us via:

Telephone: 0333 300 3066

Email: support@constructionline.co.uk

Live Chat on the portal:

. We're here to help