Material Suppliers *Plus* Membership

A How To Guide on your Material *Plus* Membership

Constructionline
Material Suppliers

Contents

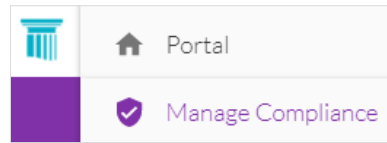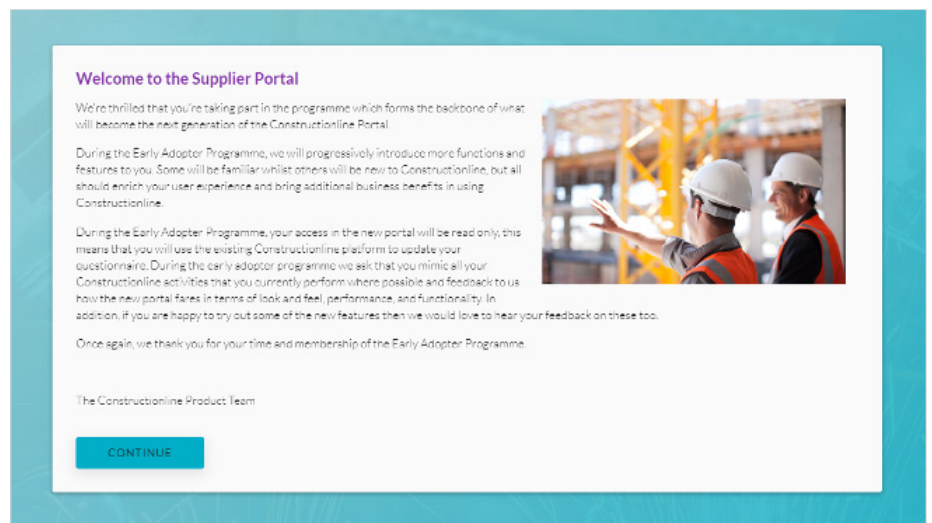# Material Suppliers *Plus* Membership

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.
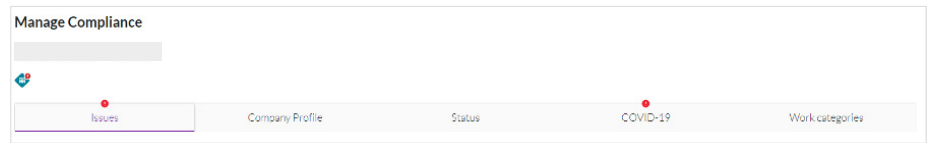
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Managing Compliance

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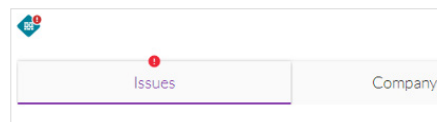
At the top of this page you will see the following:

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

Issues

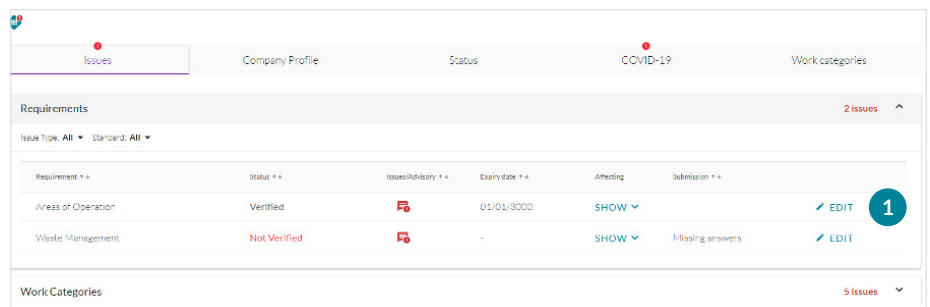*A red exclamation mark indicates that there are outstanding actions for you to complete.*

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

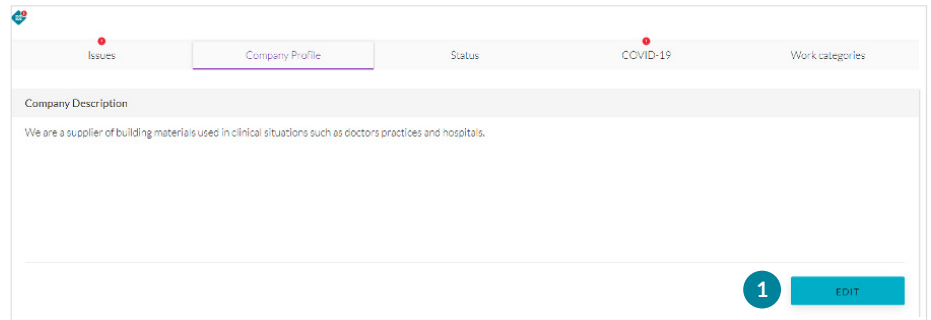Clicking on each section will display which requirements or work categories require attention:

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

① Level

② Work Categories

③ Buyer Connections
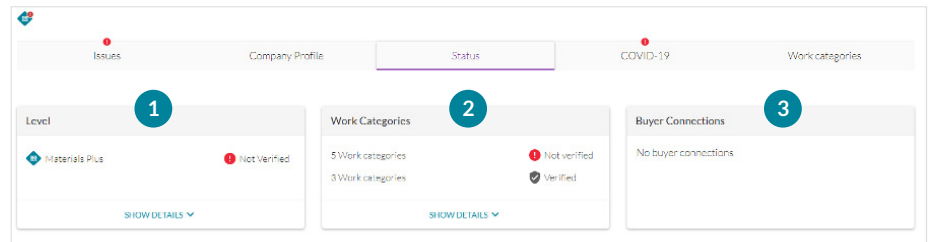
① Show Details

5

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

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.
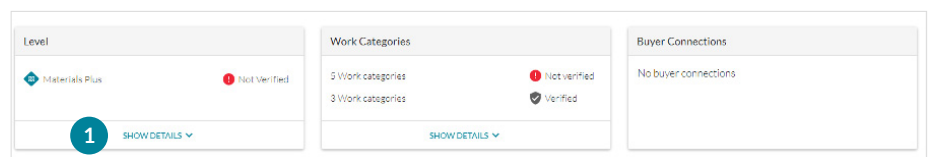

This will expand the selection to show you all the sections that you must complete in order to achieve verification, along with your verification status for each one. Again, a red exclamation mark will show which sections require action. To view details, select the downwards chevron next to that section.
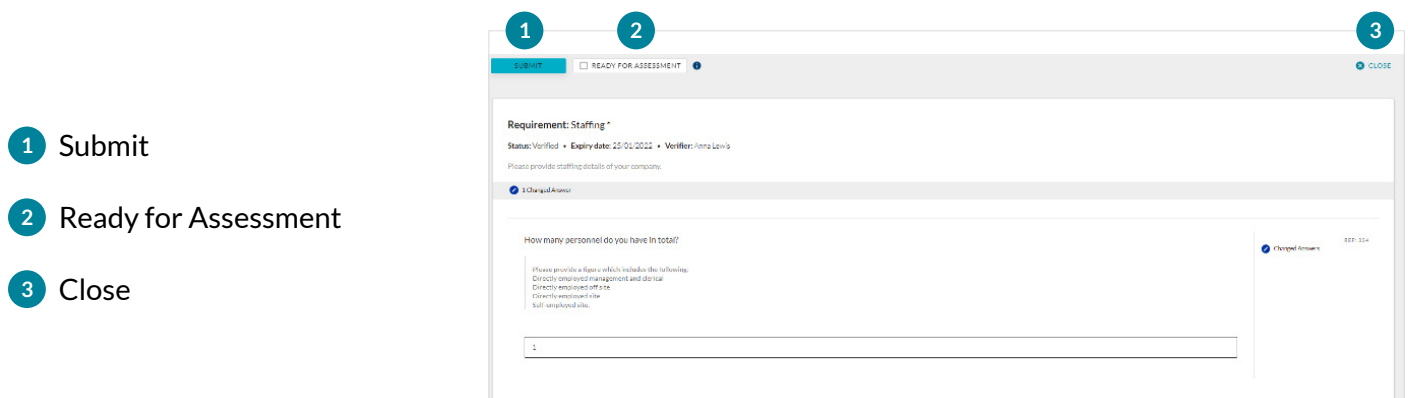
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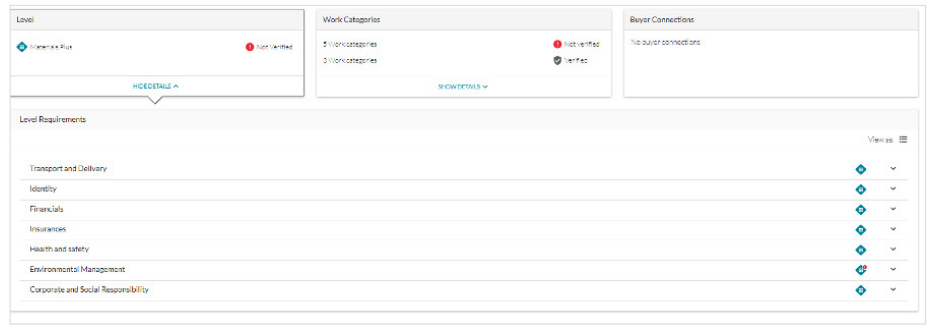
On viewing the details, you can see each requirement. These columns can be sorted, so if you want to bring the details of any non-verified section at the top, you can sort by column **'Status'**.
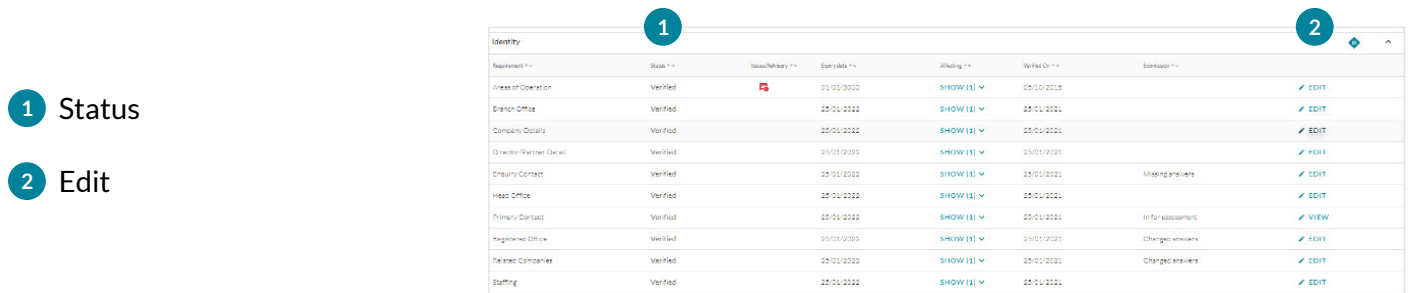
1 Status

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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1 Show Details

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.

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

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

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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'**.
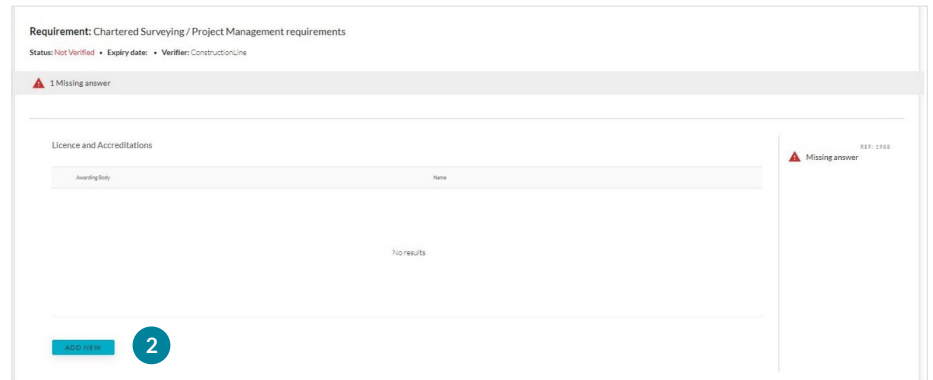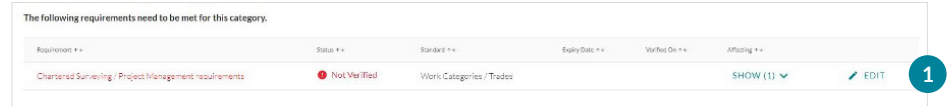
You will be able to select your Licence, provide licence number and the register the date matching with the certificate or evidence you provide.
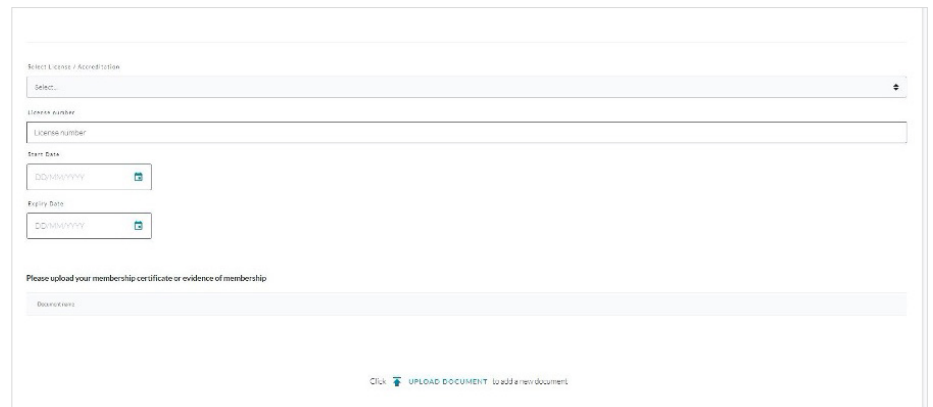
Once completed, please press **'Save'** at the top of the page and mark **'Ready for assessment'** or **'Submit'** it for verification.

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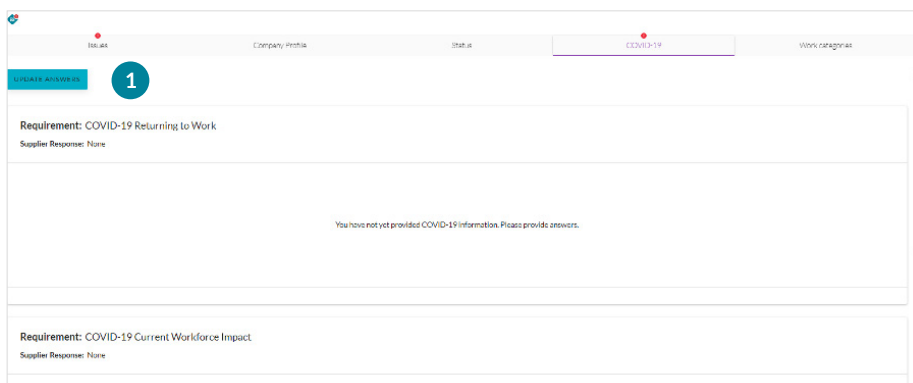
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To answer the Covid-19 question set, simply click on 'Update Answers' on the top left.

① Update Answers

① Add New Work Categories

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.