

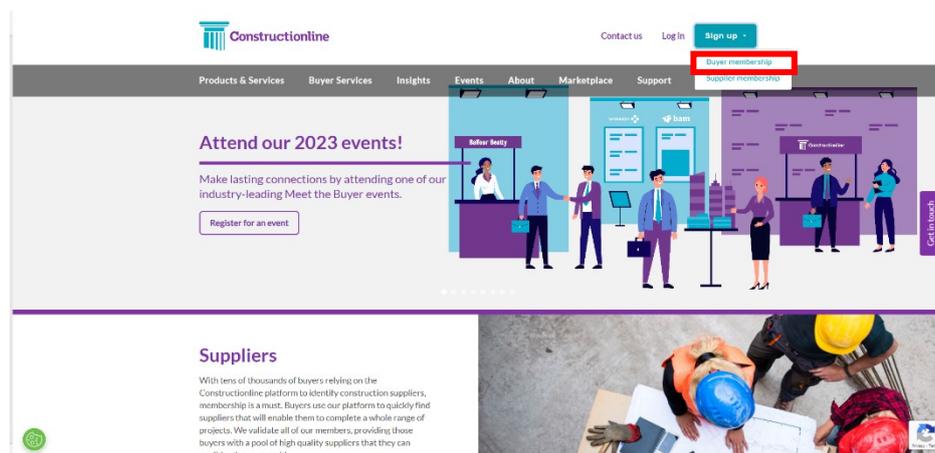
A step-by-step guide to registering on Constructionline

BCBC uses a verified construction supplier scheme called Constructionline. All individuals or companies who wish to tender for our Works tender opportunities must be registered with Constructionline and provide their registration number as part of their tender response.

If you wish to respond to any works opportunities advertised, you will need to register using the following steps:

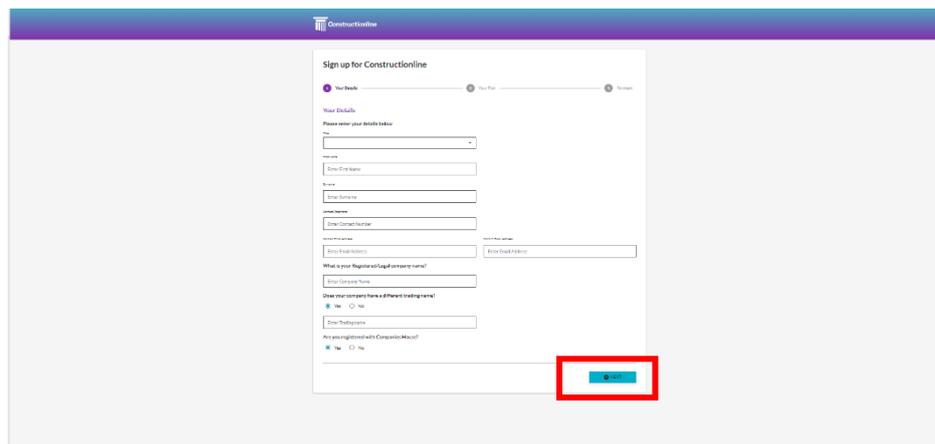
Step 1

- Go to <https://www.constructionline.co.uk>
- Click the 'Sign up' drop down menu in the righthand corner and select 'Supplier membership'.



Step 2

- Fill out all the information required & click 'Next' in the bottom righthand corner.



Step 3

- If you said 'Yes' to being Companies House registered, you will be asked to provide your companies house number. Fill in the box & click 'Search'.

The screenshot shows the 'Sign up for Constructionline' form at the 'Your Details' step. Under the 'Companies House Lookup' section, there is a text input field with the placeholder 'Please search using your registered company number' and an example 'e.g. 01234567, SC123456, NI123456'. A red box highlights the 'SEARCH' button next to the input field. Below this, there is a question: 'Is your main company address the same as your registered office address?' with radio buttons for 'YES' (selected) and 'NO'. At the bottom, there are 'Back' and 'YOUR PLAN' buttons.

Step 4

- The search will populate your Companies House details. Select 'Yes' or 'No' to the question about the company address. Click 'your plan' in the bottom righthand corner.

The screenshot shows the 'Sign up for Constructionline' form at the 'Your Details' step. The 'Companies House Lookup' section now displays search results. There is a 'SEARCH' button next to the input field. Below the search results, there are fields for 'Companies number', 'Company registration number', and 'Company type'. A 'REGISTER' button is visible. The question 'Is your main company address the same as your registered office address?' remains with 'YES' selected. The 'Back' and 'YOUR PLAN' buttons are at the bottom.

Step 5

- Fill in your reason for Sign up in the box that pops up. Click 'Confirm' in the bottom righthand corner.

The screenshot shows the 'Sign up for Constructionline' form at the 'Your Details' step. A modal window titled 'Reason for Sign up' is open. It asks the user to 'Please tell us the reason for your decision to sign up. Select an option below.' There is a dropdown menu for 'Other (please enter details)'. Below that, there is a text input field with the placeholder 'Please enter the reason for your decision to sign up. Select an option below.' and the text 'Looking for more work'. At the bottom right of the modal, there are 'CANCEL' and 'CONFIRM' buttons. The 'CONFIRM' button is highlighted with a red box. The background form is dimmed.

Step 6

- Fill out your business type, number of employees and annual turnover. Then select your preferred level of membership using the tick boxes at the bottom of the page.

Sign up for Constructionline

Step 6 of 6

What type of business are you?
Construction

How many employees do you have in total?
1-99

Please enter your business annual turnover range
£100k-£100k

PLEASE SELECT YOUR PREFERRED LEVEL:

	SILVER	GOLD	PLATINUM	ULTIMATE
Access to Marketplace	-	+	+	+
100% Compliance	+	+	+	+
SSiP	+	+	+	+
Finance	+	+	+	+
Insurance	+	+	+	+
Corporate Personal Search	+	+	+	+
Health & Safety	+	+	+	+
Directorate/Company	+	+	+	+
ES&P (Construction)	+	+	+	+
Self-insurance	+	+	+	+
Sub-contractors/Suppliers	+	+	+	+
Corporate Bank Reputation	+	+	+	+
Directors	+	+	+	+
Payroll Functionality	+	+	+	+
Directing	+	+	+	+
Demographics	+	+	+	+
Construction History	+	+	+	+
Data Integration	+	+	+	+
Marketing Support Service	+	+	+	+
Health & Safety	+	+	+	+
Accounting Support	+	+	+	+
Other	+	Option	Option	Option
Change	+	Option	Option	Option

Back PAYMENT

Step 7

- Once you have selected your preferred membership option, you have the opportunity to add 'bolt-ons' on to your plan. There is also the option to add Safety Schemes in Procurement (SSiP) Deem to Certify (DTS) discount, if applicable.
- Review the price breakdown and click 'Payment' in the bottom righthand corner.

Your Gold Plan

Benefits for your business

- Access to Marketplace - discover opportunities from hundreds of public and unique sources, and grow your business.
- Promote your company to the largest network of Public and Private sector Construction Clients in the UK.
- GET verified to Common Assessment Standard, reflecting the professionalism of your businesses and pre-qualify across the extended modules required by Contractors.
- GET automatically matched and never miss out on new opportunities.
- Remove the need to complete multiple assessments, saving both time and money.
- GET Acclaim SSiP accreditation, carried out by one of our qualified assessors and recognised by contractors and other SSiP member schemes.

Price Breakdown

Gold	£549.00
Joining Fee	£99.00
VAT	£129.60
Total Fee (incl VAT)	£777.60

Back PAYMENT

Step 8

- Fill out the Billing Contact information
- Agree to the Terms and Conditions

Constructionline

Sign up for Constructionline

✓ Your Details ✓ Your Plan Payment

Billing Contacts

Who will be the billing contact for your Constructionline account?
We'll use the billing contact for all invoices according to your plan.

I will be the billing contact Use an alternative billing contact

Name:

Phone:

Email:

Billing Reference:

Billing Address

Which address is your company billing address?

Registered company address Use an alternative billing address

Billing reference details:

Step 9

- Agree to the Terms & Conditions.
- Select your payment option (Credit Card/ Direct Debit)
- Make payment via preferred method.

I agree to the terms and conditions.

Payment Options

Choose your method of payment

Credit/Debit Card Direct Debit

Credit/Debit Card VISA Mastercard American Express

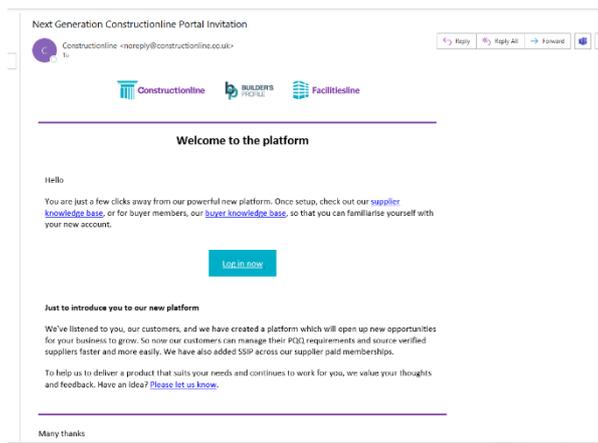
You will be taken to an external website to complete payment.
Please note that any future product renewals will take payment using the details provided for this transaction.

[PAY WITH CREDIT/DEBIT CARD](#)

[Back](#)

You should now receive an email confirming payment & membership.

You should then receive a second email inviting you to log in.



You should then be prompted for the email address you used in the registration & asked to set up your preferred password.

Any issues, please contact the Constructionline customer service team on **033 300 3066**