

# 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:

## <u>Step 1</u>

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



### <u>Step 2</u>

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

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Sign up for Constructionline	
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## <u>Step 3</u>

• 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'.

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Sign up for Constructionlin	ne	
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## <u>Step 4</u>

• 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.

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### <u>Step 5</u>

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

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## <u>Step 6</u>

• 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.

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### <u>Step 7</u>

- 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.

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-quality across the extended module remained to: Contractors	Gold Joining Fee VAT Total Fee (incl VAT)	£549.00 £99.00 £129.60 £777.60
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#### <u>Step 8</u>

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

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Sign up for Constructionline
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Billing Address
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Billing address details

## <u>Step 9</u>

- 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 O Direct Debit	
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You will be taken to an external website to complete payment	
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PAY WITH CREDIT/DEBIT CARD	
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You should now receive an email confirming payment & membership.

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

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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**