Supplier Portal – Document Library

How to use the Document Library in Compliance

**Constructionline**

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Document Library

Document Library Overview

Manage Compliance is changing. As part of our improvements on the Once For All platform, Manage Compliance is being split into dedicated tabs so that you can identify non-compliance quicker and with ease.

From the portal menu, you will need to click **"Compliance"** and then **"Document Library"** on the left.
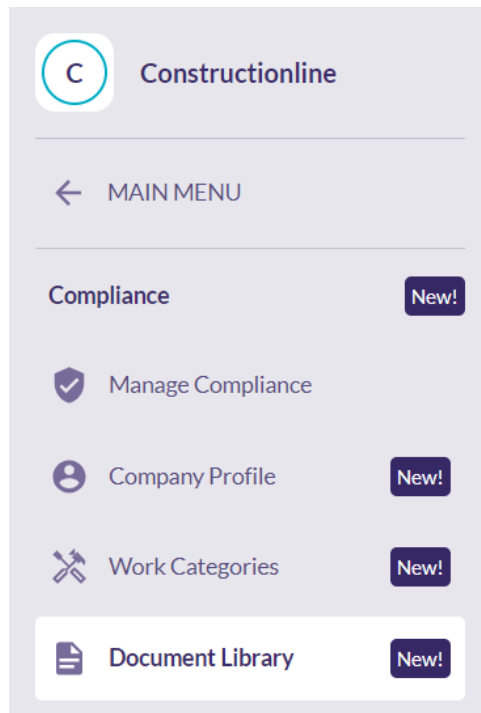
The documents are split into three categories;

a) **Published** - those which have been submitted and verified in a requirement

b) **Pending** - those uploaded to a requirement or the library, but not verified in a requirement yet

c) **Previously Published** – those that were used previously in a verified requirement but have been replaced
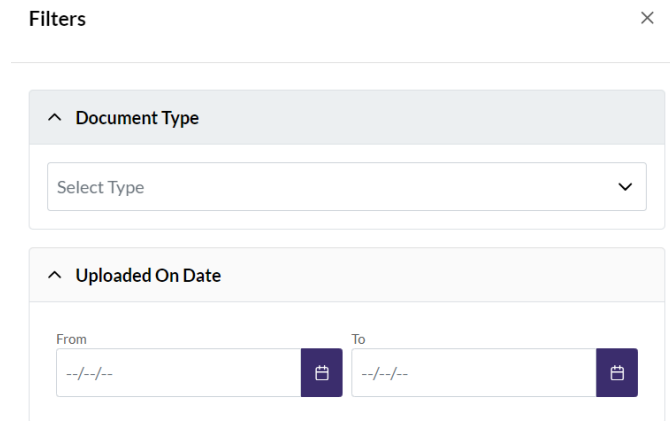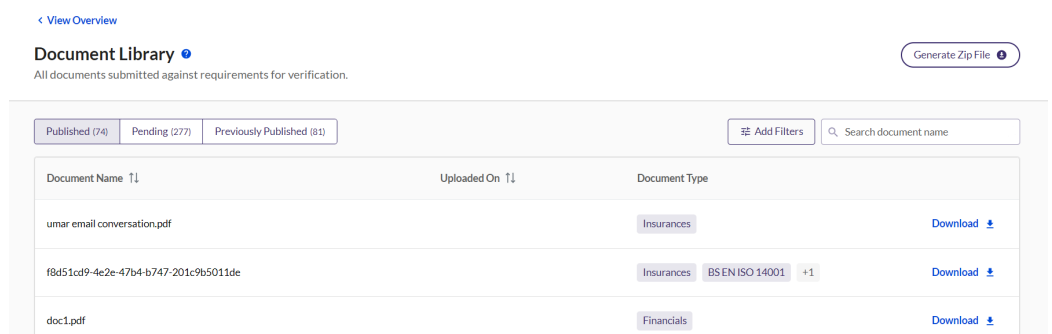
Document Library

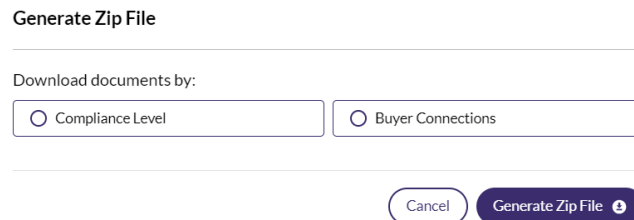You can filter the documents using **"Add Filters"**.

The **"Document Type"** filter will allow you to find documents based on the type. These types are determined by the questions and requirements the file has been uploaded in.

"Uploaded On Date" allows you to set a time frame for when the documents were uploaded.

You can download any individual document using the **"Download"** button or download all documents using the **"Generate Zip File"** button.
If you select Generate Zip File, you will be able to select published documents in each **"Compliance Level"** or **"Buyer Connection"**.
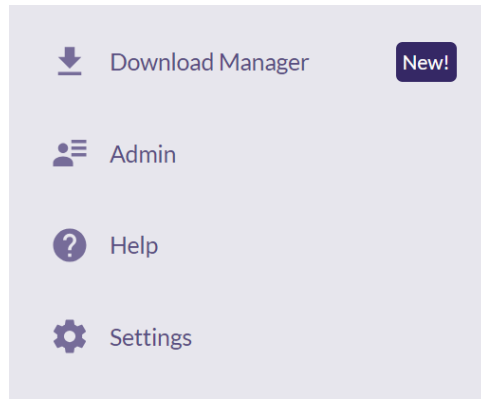

The zip file will be available in the **"Download Manager"** once ready.

Download Manager

The Download Manager can be accessed in the portal menu on the left-hand side of the screen.

Document Library

Any zip files that have been generated in the past 7 days will appear. You can download the zip file with **"Download"**.

Remove Documents

Please note, users cannot remove documents from the Document Library.
We can however remove or redact documents in some cases.
Please contact our Customer Support team first, ensuring that you provide the name of the document and any details that need to be removed, as well as your reason for the request.
The Customer Support team will advise you of the outcome of the request.