

# Supplier Portal – Work Categories

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How to manage your Work Categories in Compliance



**Constructionline**

Work Categories

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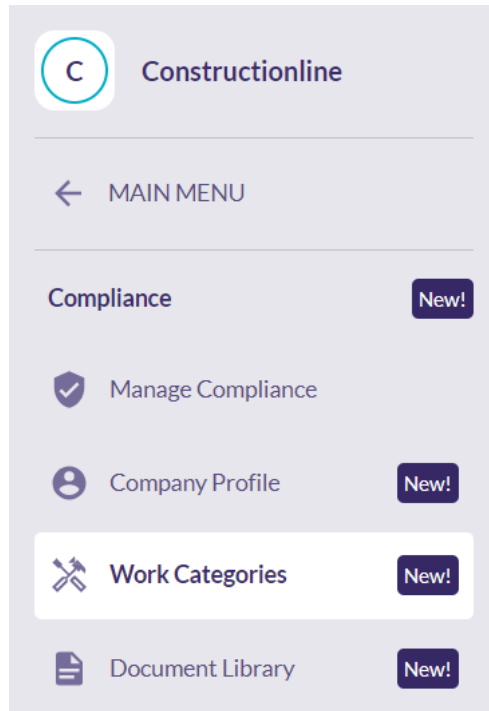
# Work Categories

## Work Categories 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 “**Work Categories**” on the left. This will take you to the new Work Categories page.

Please note, to access Compliance, you require the “**Supplier**” permission to be applied to your user account. Please contact your Admin user to ensure you have access.



The first page you will see is “**Total Work Categories**”. This list shows all work categories you have listed on your account, the expiry date for these and the notation value. “**Action Required**” will show work categories that are not verified, are due to expire, or have expired.

**Work Categories**  
It's important to add the types of work your company can undertake so you'll show up in more Buyer searches.

Total Work Categories: 55  
Action Required: 20

[Add Work Category](#) [Add Filters](#)

Status	Work Category	Expiry Date	Notation	
✖	Acoustics & Vibration Consultancy Constructionline CPV (Consultant) > (2, Consultant) ACOUSTICS & VIBRATION > ACOUSTICS & VIBRATION	30/11/2023	£374,999	<a href="#">Resolve</a> ...
✖	Instrumentation & Control Equipment Constructionline CPV (Contractor) > (3, Contractor) ELECTRICAL > CONTROL SYSTEMS	30/11/2023	£2,499	<a href="#">Resolve</a> ...
✖	Switchboard Installation Constructionline CPV (Contractor) > (3, Contractor) ELECTRICAL > POWER SUPPLY	30/11/2023	£7,525,396	<a href="#">Resolve</a> ...
✖	Uninterruptible Power Supplies Constructionline CPV (Contractor) > (3, Contractor) ELECTRICAL > POWER SUPPLY	30/11/2023	£374,999	<a href="#">Resolve</a> ...
✖	Adhesives & Sealants (Buildings) Facilities Management > Buildings > Building Materials	-	£49,999	<a href="#">Resolve</a> ...
✖	Aggregate Constructionline CPV (Material Supplier) > (3, Materials) HEAVY BUILDING MATERIALS > HEAVY BUILDING MATERIALS	-	-	<a href="#">Resolve</a> ...

# Work Categories

If you click “Add Filters”, you can further filter the list to show the “Status”, the “Type”, “Expiration Status” and “Expiry Date”.

Filters ×

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▼ Status

Select Status ▼

▼ Work Category Type

Select Work Category Type ▼

▼ Expiration Status

Select Expiration Status ▼

▼ Expiry Date

Select Expiry Date ▼

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Clear Filters ↺

## Add Work Category

To add a new Work Category, click “Add Work Category”.

Total Work Categories

✖ 55

Action Required ⊙

20

Add Work Category +

Add Filters ≡

You can search for specific work category using the search bar above. Work Categories will fall under one of five types;

Search Work Categories

🔍 Search

Constructionline CPV (Contractor) (1180)   Constructionline CPV (Consultant) (880)   RISQS (RAIL INDUSTRY) (853)   Constructionline CPV (Material Supplies) (169)

- a) Contractor
- b) Consultant
- c) RISQs
- d) Material Supplies

# Work Categories

e) Facilities Management – only available to those with **Facilitiesline** membership

Once you have entered the name of the Work Category, select the type, then using the drop-down menus, select the desired Work Category.

Search Work Categories

plumbing

Constructionline CPV (Contractor) (4) Constructionline CPV (Consultant) (2) RISQS (RAIL INDUSTRY) (2) Constructionline CPV (Material Supplies) (7)

(3, Contractor) LPP DPS

(3, Contractor) MECHANICAL

POTABLE WATER AND WASTE TREATMENT

PLUMBING

SITE TEMPORARY PLUMBING INSTALLATION

WATER COOLERS (PLUMBED IN)

To be added (2)

Constructionline CPV (Contractor)

PLUMBING  
Constructionline CPV (Contractor) > (3, Contractor) MECHANICAL > POTABLE WATER AND WASTE TREATMENT > PLUMBING

SITE TEMPORARY PLUMBING INSTALLATION  
Constructionline CPV (Contractor) > (3, Contractor) MECHANICAL > POTABLE WATER AND WASTE TREATMENT > SITE TEMPORARY PLUMBING INSTALLATION

After you have selected all relevant Work Categories, click “**Save Work Categories**”.

## Resolve Work Categories

When a work category has expired, is due to expire or has not been completed, you will see the “**Resolve**” button.

Total Work Categories 55

Action Required 20

Add Work Category

Add Filters

Status	Work Category T1	Expiry Date T1	Notation T1	
<span style="color: red;">✖</span>	Acoustics & Vibration Consultancy Constructionline CPV (Consultant) > (2, Consultant) ACOUSTICS & VIBRATION > ACOUSTICS & VIBRATION	30/11/2023	£374,999	Resolve

You can now update the work category information.

View Work Category

✖ ACOUSTICS & VIBRATION CONSULTANCY  
Constructionline CPV (Consultant) > (2, Consultant) ACOUSTICS & VIBRATION...

Expiry Date 30/11/2023

Subcontractor

Please specify, by selecting from the dropdown, to what extent you would sub-contract this category of work

Never sub-contract this work

Contract Value

Enter a maximum contract value for which you have undertaken work for the above work category in the past 2 years

£ 300,000

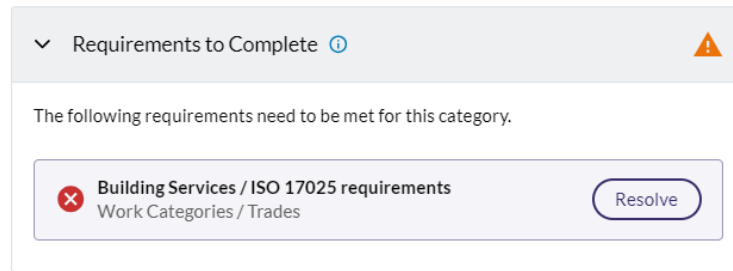
Note that this value cannot exceed 75% of your current turnover. Please be aware that you may need to provide a reference to support the value entered here. For Consultant and Material Supplies categories the value entered should be the fee paid for the selected category.

Declared Current Turnover: £500,000

Notation Value

# Work Categories

If the work category has associated requirements, these will appear like this. Please resolve these too.



To verify a work category, please ensure you have completed these fields;

- a) Whether you sub-contract the work or not
- b) The maximum contract value for which you have undertaken work for the above work category in the past 2 years
- c) Your Financials requirement must also be verified
- d) Any additional requirements – these are any licences, memberships, or additional requirements you are required to provide and complete to verify the work category

If you need to remove a work category, click the three dots on the right, then “Remove”.

Status	Work Category ↑↓	Expiry Date ↑↓	Notation ↑↓	
✘	Acoustics & Vibration Consultancy Constructionline CPV (Consultant) > (2. Consultant) ACOUSTICS & VIBRATION >...	30/11/2023	£374,999	Resolve ...
✘	Instrumentation & Control Equipment Constructionline CPV (Contractor) > (3. Contractor) ELECTRICAL > CONTROL SYSTEMS	30/11/2023	£2,499	Resolve Remove

You can find the full Work Category list, including CPV codes and descriptions, on the [Important Documents](#) section of our website.

*Please note, the maximum contract value cannot exceed 75% of your current turnover.*