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Overview & Initial Login

Approval Process

1. New Subcontractor required
   - Search Trading Partners
     - Did you find suitable TP?
       - No
         - Search Vendor Pool and identify suitable potential TP
         - Check Vendor information
         - Registered with ConstructionLine?
           - No
             - Check TP information is correct and Secondary Approved
             - No
               - Ask them to gain SSIP accreditation
               - SSIP Accredited?
                 - No
                   - Check Health & Safety Information
                   - Meet VINCI standard
                     - No
                       - Invite from Vendor Pool
                       - Questionnaires assigned for completion and submission
                       - Primary Approved?
                         - No
                           - Questionnaire(s) rejected or Additional Information required
                         - Yes
                           - Secondary Approved?
                           - Yes
                             - Process COINS order with Trading Partner
                           - No
                             - Disregard as suitable
                 - Yes
                   - Invite from Vendor Pool
                   - SSIP Accredited?
                     - No
                       - Ask them to register with Construction line
                       - Registered with ConstructionLine?
                         - Yes
                           - SSIP Accredited?
                             - No
                               - Ask them to register as iPortal Direct
                             - Yes
                               - NB Builders Profile Premium registered vendors should be vetted in the same way as iPortal Direct
                           - No
                             - Disregard as suitable
                           - SSIP Accredited?
                             - Yes
                               - Invite from Vendor Pool
                               - Questionnaires assigned for completion and submission
                               - Primary Approved?
                                 - No
                                   - Questionnaire(s) rejected or Additional Information required
                                 - Yes
                                   - Secondary Approved?
**Terminology**

**iPortal**

iPortal is a web based system developed by COINS that supports our supply chain management function. iPortal facilitates the pre-qualification and approval process as well as the on-going performance measurement and relationship management of our supply chain.

**Vendor**

A vendor is a supplier that has registered on the iPortal expressing an interest to join our supply chain. If they are registered with ConstructionLine and accredited under SSIP they will meet the VINCI standard for stage 1 prequalification. They will still need to be invited from the Vendor Pool and authorised by the appropriate approver to be added to the supply chain. They can be considered ‘potential’ Trading Partners.

**Vendor Pool**

The vendor pool is the database of vendors that have expressed an interest to be added to our supply chain and have registered on the iPortal.

**Trading Partners**

A trading partner is a vendor that has been invited out of the vendor pool, has met our approval criteria and has been authorised to be added to our supply chain by the appropriate approver. A small proportion will be in the process of being approved.

**SSIP Accreditation**

SSIP (Safety Schemes in Procurement) is the umbrella for a number of construction related health and safety accrediting bodies. Mandating SSIP ensures our entire supply chain meets VINCI stage 1 approval for health and safety.

**PAS 91**

PAS 91 is a standardised pre-qualification questionnaire which has been developed to reduce the need for suppliers to complete a variety of different pre-qualification questionnaires for different, and in some cases, the same clients.

Developed by the British Standards Institute (BSI), the question set has been commissioned by Government and is a recommended common minimum standard for construction procurement. PAS91 covers everything from Sustainability to Insurances and Financial standing.

**ConstructionLine**

ConstructionLine is a pre-qualification service that collects and verifies information from companies within the construction industry to ensure that registered companies meet or exceed PAS91 core criteria.

**Builders Profile**

Builders Profile is a pre-qualification service that collects **BUT DOES NOT VERIFY** information from companies within the construction industry. ConstructionLine is the preferred service to meet VINCI standards.
**Terminology** (continued)

**Stage 1 Approval***
Stage 1 approval is the first step in prequalifying a potential supplier. Stage 1 ensures that a supplier meets the standard level of capability and competency in all areas to enable them to work with VINCI.

**Stage 2 Approval***
Stage 2 approval is carried out at site level and ensures that the supplier is capable of delivering to the requirements of the site and package that they have are being considered for.

*Both Stage 1 & 2 Approval is required.

**Primary Approver**
A Primary Approver is usually, but not always, the Quantity Surveyor for the Contract. This role is responsible for identifying, inviting (from the Vendor Pool) and checking the information for the Trading Partner, prior to approval by the Secondary Approver.

**Secondary Approver**
The Secondary Approver is usually, but not always, a Commercial Director. This role is responsible for the final review and approval of a Trading Partner.

**Request an iPortal Account**
You need to go to the ITPortal: [http://itportal.vinci.plc.net/Home](http://itportal.vinci.plc.net/Home)
Search for the New iPortal User form, complete fully and submit to raise a Support Call for your account to be set up.

**Initial Log In**
Once your account has been created, you will receive an email from the COINS iPortal, as illustrated below:

The **COINS iPortal Log In page** is displayed with your email address populated: The initial password which can be changed once you have logged in for the first time
The **COINS iPortal Log In page** is displayed with your email address populated:

Enter the initial password provided in the email

Click Log in

Your **iPortal Dashboard** (Home Page) will be displayed, as illustrated below:

When the Edit User Details screen is displayed:

1. Enter new Password
2. Confirm new Password
3. Click Settings button
4. Click Submit
5. Click dropdown arrow next to your name
6. Select My Dashboard to return to your ‘Home’ page
NEW iPortal Features and Benefits

When you log into the new iPortal, you will immediately see your new Dashboard set out as tiles, indicating actions required by you:

Dashboard

Open Activities

- Vendor invitation requests (0)
- Check completed questionnaires (0)
- Rejections by secondary approver (0)
- Assess/Approve Relationship Assessments (0)
- Contract Activations (0)
- Notices (0)
- Documents shared (22)
- Registration Issues (0)

Perform Secondary approvals (1)

Subcontractor Database

- View Subcontractors
  - Approved (1) Preferred (0) Partner (1241) Other (17049)
- Subcontractor Database Search
  - Company Name
  - Trade
  - Town

Search across entire database
Other features include:

- **Enhanced Advanced Search** – see 02 - How to Search for a Vendor.docx
- **Status Overview** – we could call this an ‘all seeing eye’, which gives you a display of the current ‘status’ of the Vendor/Trading Partner in the Approval Process.

Overview of current status (1st Line Defence Ltd)

### Vendor's current status

#### Registration with iPortal
- REGISTERING (USER NOT AUTHENTICATED)
- REGISTERING (NO DP SELECTED)
- REGISTERING (DP SELECTED)
- DETAILS PUBLISHED (CAN BE INVITED FROM VP)

#### Qualification Process
- INVITATION SENT
- AWAITING RESPONSE BY PRIMARY APPROVER (OLA OGOYINHIDITI)
- AWAITING RESPONSE BY SECONDARY APPROVER (GARY DIXON)
- FULLY APPROVED IN IPORTAL

#### Post-Qualification
- TRANSFERRED SUCCESSFULLY TO COINS
  - ACCEPTED IN COINS (COINS ID: 20-015)
- RETIRED: REMOVED FROM CVW

- **Improved Questionnaire Management** – automated during the Vendor Invite Process see 03b - How to Invite a Vendor Registered with iPortal.docx
How to search for a vendor

Vendor Pool and Trading Partner Search

The iPortal offers 3 methods of searching:

- Subcontractor Database search from Dashboard – recommended when you know who you are searching for
- 2 Vendor searches – recommended when you are looking for a suitable Vendor

From the Dashboard:

1. Click in the appropriate field to enter search criteria
2. Click search

The results will be displayed:
Vendor Searches

Navigate to Vendors > Vendor Pool or Vendors > Trading Partners. Two searches are available from each module, for ease, we will call them Simple search and Advanced search.

**Simple search** – allows you to search in any of the fields by all or part of a name.

**Advanced search** – allows you to search by other useful criteria such as Trade Category or Performance Score.

In the examples below, the Trading Partner module has been selected, which has more search criteria available.

**Simple Search**

This screen displays all Trading Partners (or Vendors) sequenced by Company Legal Name:

[Diagram of Trading Partners screen]

1. **Enter all or part of the Company name, if known. Otherwise, use the advanced search.**

   "Click Search icon or press Enter."

2. **Click on a column heading to re-sequence the data. The arrow indicates the sort sequence.**

   "Tip: When using the simple search to find a vendor, try to use the most unique element of the name. In this example, we have used ‘bailey’."

In this example, we have searched for ‘bailey’ and the results will be displayed, as illustrated below:

[Diagram of Trading Partners screen with results]

3. **Click on a column heading to re-sequence the data. The arrow indicates the sort sequence.**

   "Tip: Had we searched for N G Bailey Ltd, the result would be more refined."

4. **Enter all or part of the Company name, if known. Otherwise, use the advanced search.**

   "Click Search icon or press Enter."

   "Tip: When using the simple search to find a vendor, try to use the most unique element of the name. In this example, we have used ‘bailey’."

5. **Click on a column heading to re-sequence the data. The arrow indicates the sort sequence.**

   "Tip: Had we searched for N G Bailey Ltd, the result would be more refined."

6. **Enter all or part of the Company name, if known. Otherwise, use the advanced search.**

   "Click Search icon or press Enter."

   "Tip: When using the simple search to find a vendor, try to use the most unique element of the name. In this example, we have used ‘bailey’."

7. **Click on a column heading to re-sequence the data. The arrow indicates the sort sequence.**

   "Tip: Had we searched for N G Bailey Ltd, the result would be more refined."

8. **Enter all or part of the Company name, if known. Otherwise, use the advanced search.**

   "Click Search icon or press Enter."

   "Tip: When using the simple search to find a vendor, try to use the most unique element of the name. In this example, we have used ‘bailey’."

   "Tip: Had we searched for N G Bailey Ltd, the result would be more refined."
Advanced Search

The advanced search can be used to reduce the displayed list of Vendors using criteria such as Trade Code, Region, Turnover etc., when selected the screen offers a large number of search criteria, as illustrated below:

**Tip**
- Multiple search Criteria can be used
- Remember to click the Search button, once you have selected the criteria you require.
- Remember to Clear Search when finished
Review of Trading Partner Information

Actions

With the Trading Partner(s) displayed:

- Status Overview
- Sent to COINS
- Data from ConstructionLine
Our Standard

All of VINCI Construction UK’s prequalification processes are aligned to PAS91. Developed by the British Standards Institute (BSI), the question set was commissioned by Government and is a recommended common minimum standard for construction procurement.

In 2014 VINCI Construction UK mandated that sub-contractors should be Constructionline registered and hold a valid SSiP accreditation. This is deemed to meet our obligations to check the competency of a sub-contractor for the purposes of prequalification or Stage 1 approval and meets the requirements of PAS91. SSiP is also supported by the HSE as a means of prequalification.

Constructionline: We utilise the services of Constructionline to minimise the amount of repetition and duplication that our supply chain has to go through on each of our projects, as the process eliminates the need to submit the same prequalification and approval information time after time.

A number of other main contractors have already, or will be, following suit meaning that our Trading Partners only need to complete one set of information for inclusion on multiple main contractor supply chains.

Utilising Constructionline means that we have access to accurate and up to date information about each company that has been verified by a third party, this will include insurances, contact details, policies, accreditations, CIS details, trades, references, areas of operation etc. This makes our prequalification process a lot quicker and more efficient.

CONSTRUCTIONLINE IS NOT A VETTING PROCESS FOR HEALTH & SAFETY. It is a procurement process, but IF the Trading Partner has an SSIP accreditation, they do not need to complete the H&S section on Constructionline. If they do not hold an SSiP accreditation they should be encouraged to gain one, otherwise the approver is responsible for checking the H&S information held on Constructionline.

SSIP: Gaining an accreditation under SSiP will ensure that the Trading Partner is deemed competent in relation to Health and Safety for purposes of prequalification or stage 1 approval and that this again has been verified by a third party. As noted above, it also means the Trading Partner does not need to complete the health and safety section when applying for Constructionline.

iPortal Direct: Should only be used where there are extenuating circumstances, for example, approving out of ‘construction scope’ sub-contractors. The use of Vendors registering directly with iPortal is not encouraged, because it requires the Approvers to carry out all of the required verifications. This puts the responsibility and workload on to our business.

Builder’s Profile: The use of Vendors registering with Builder’s Profile is not encouraged, because it requires the Approvers to carry out all of the required verifications. Builder’s Profile simply collect data, they do not check or verify that what is submitted is correct.
Inviting a New Vendor who registered with ConstructionLine

This is the VINCI standard for Pre Qualification

Navigate to Vendor > Vendor Pool and Search for Vendor to be invited to become a Trading Partner. In this example, we will select the ConstructionLine linked Vendor Couldwell Concrete Flooring Ltd.

NOTE: In this example Couldwell Concrete Flooring Ltd also have a Builders Profile basic record and one without a source. There is no Invite option for these records.

Before selecting the Invite option, you must check that the Vendor complies in terms of SSIP and Insurance, as indicated by the green ticks. Select the Insurance option to check expiry dates.

If any of the details required to meet the VINCI standard are missing, you should ask the Vendor to complete the details in ConstructionLine before inviting them to become a trading partner.

Once all details have been checked and meet the VINCI Standard, select the Invite option, to display similar details to these:

The screen will display a message confirming your action to Invite:

Invitation sent successfully to Couldwell Concrete Flooring Ltd to become Trading Partners with VINCI
VINCI recommends using Vendors registered with ConstructionLine, who will prequalify and verify that the information provided by the Vendor is accurate. The use of Vendors registering directly with iPortal is not encouraged, because it requires YOU as the Primary Approver to carry out all of the required verifications. This puts the responsibility and workload on to YOU to satisfy yourself that the Vendor is competent.

Navigate to Vendor > Vendor Pool and Search for Vendor to be invited to become a Trading Partner. In this example, we will select 3D Scaffolding Limited, who is a Vendor that has registered directly with iPortal:

- **Inviting a New Vendor who registered directly in iPortal**

  The green ticks indicate the presence of SSIP and Insurance, but not that they meet either VINCI or site specific requirements.
Select the Invite option, to display similar details to these:

*The preselected questionnaires are the minimum required to work with VINCI. However, if your site requires additional certificates or insurances you should tick the appropriate option to send the questionnaires at the same time as the others.

Once Invite has been selected, the invitation and selected questionnaires will be sent automatically to the Vendor, who will be required to complete all questionnaires on the iPortal.

Once the Vendor has submitted the fully completed questionnaires, YOU are required to thoroughly check that the information meets VINCI standards. Please Note: To obtain all of the required information, the questionnaires may need to be rejected by YOU for the Vendor to amend and resubmit.

When all questionnaires have been completed to meet VINCI standards, YOU can approve the Vendor for submission to the Secondary approver for final approval. Please see 04 - Primary Approval of Questionnaires.docx
VINCI recommends using Vendors registered with ConstructionLine, who will prequalify and verify that the information provided by the Vendor is accurate.

The use of Vendors registering with Builders Profile is **not encouraged**, because it requires YOU as the Site Representative to carry out all of the required verifications. This puts the responsibility and workload on to YOU.

**NOTE:** Please be aware that there have been a number of incidences in the recent past where the details entered by the Vendor on Builders Profile are incomplete and invalid.

For example, whilst the Insurance details entered into Builders Profile are up to date, the uploaded supporting certificates are out of date or otherwise invalid.

Navigate to **Vendor > Vendor Pool** and Search for Vendor to be invited to become a Trading Partner. In this example, we will select **3D Scaffolding Limited**, who is a Vendor who has a Builders Profile record.

**NOTE:** **3D Scaffolding Limited** also have a record without a source.

There is **no Invite** option for this record.

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**Note:** Builders Profile Basic will be identified in **black** text and cannot be invited, only **Builders Profile Premium** registered Vendors shown in **blue** can be invited as a Trading Partner by VINCI, however, you will need to perform validation of the information provided in Builders Profile prior to processing the Invite.

The green ticks indicate the presence of **SSIP & Insurance**, but **not** that they meet either VINCI or site specific requirements. It is especially important that you validate ALL details to ensure that they meet VINCI standards.
Select the Invite option, to display similar details to these:

Mandatory questionnaires are automatically preselected. Add any others required for your site *

*The pre-ticked questionnaires are the minimum required to work with VINCI. However, it is your responsibility to check the actual certificates uploaded to Builders Profile by the vendor, as there is no other verification processes, if your check verifies that the vendor details meets the VINCI Standard, you will need to uncheck any that are not required and if your site requires additional certificates or insurances you should tick the appropriate option to send the questionnaires at the same time as the others.

Once Invite has been selected, the invitation and questionnaires will be sent automatically to the Vendor, who will be required to complete the questionnaires on the iPortal. Once the Vendor has submitted the fully completed questionnaires, YOU are required to thoroughly check that the information meets VINCI standards. Please Note: To obtain all of the required information, the questionnaires may need to be rejected by YOU for the Vendor to amend and resubmit.

When all questionnaires have been completed to meet VINCI standards, YOU can approve the Vendor for submission to the Secondary approver for final approval. Please see 04 - Primary Approval of Questionnaires.docx

It is your responsibility to ensure that the all certificates uploaded to Builders Profile are valid and match the details entered.
Primary Approval of Questionnaires

Questionnaire Management

Once Invite has been selected, the invitation and selected questionnaire(s) will be sent automatically to the Vendor, who will be required to complete the questionnaire(s) on COINS iPortal.

Once the Vendor has submitted the fully completed questionnaire(s), YOU are required to thoroughly check that the information meets VINCI standards.

Please Note: If the questionnaire(s) submitted back by the Vendor are incomplete or do not meet the VINCI standard, you as the Primary Approver must reject them back to the Vendor to amend/add further information required to meet the VINCI standard.

When the questionnaire(s) have been completed to meet VINCI standards, you can approve the Vendor for submission to the Secondary approver for final approval.

To view the status and questionnaires:

Navigate to **Vendor > Trading Partners** and Search for the Vendor you have invited to become a Trading Partner.

The screen will display details similar to those illustrated below:
NOTE: The New Subcontractor Request cannot be accepted until all other questionnaires have been accepted, as this is the trigger for the vendor to be passed to the Secondary Approver for acceptance.

When the Vendor has submitted their Questionnaire(s) for approval, your Dashboard (Home screen) will indicate that Questionnaires are awaiting your approval, as illustrated below:

The screen will display:

- **View** to review without the ability to accept or reject.
- **Download as PDF** to view, share (email) or print out
- **Reject** to send back to the Vendor for further details/information. You will be prompted to enter a message to the vendor indicating what is still required.
- **Accept** to approve the data on the questionnaire and move the status on to Completed and accepted.

Once all questionnaires have been primarily approved for a vendor, they will go through to the Secondary approver, who will either approve or reject.

NOTE: The New Subcontractor Request cannot be accepted until all other questionnaires have been accepted, as this is the trigger for the vendor to be passed to the Secondary Approver for acceptance.
Trading Partner Final Approval – Secondary Approval of Questionnaires

Once the Trading Partner has been verified by the primary approver, it will require Secondary (Final) Approval by the nominated person(s) for the Region/Area/Division.

It is the responsibility of both Approvers to check that VINCI standards are met prior to approval.

The Secondary Approver has the final decision which will make the Trading Partner available to use in COINS.

When the Primary Approver has approved the Questionnaire(s), you will receive an email from iPortal. Once you have logged in your Dashboard (Home screen) will indicate that Vendors are awaiting your approval, as illustrated below:

**IMPORTANT**

- PRIOR to Final Approval, it is essential that the Trading Partner information is thoroughly checked to meet VINCI standards.
The screen will display similar details to those illustrated below. You must check each Questionnaire to ensure that the information provided meets the VINCI standards.

Once you have reviewed all questionnaires, and are confident that they meet the VINCI standards you can progress to approving the Vendor for working with VINCI. However, if information is missing you can reject the vendor back to the Primary approver, for amendment.

To view SSIP click here and navigate to Certification Details.

Click View Options to review individual questionnaires.

Click Options.

Click here to Approve and download to COINS.

Click here to Reject and notify Primary Approver – i.e. where details are missing or invalid.

WARNING – this option will return the Vendor to the Vendor Pool and DELETE all questionnaires and details that have been entered by the subcontractor.

Reject Vendor and remove from trading partners list.

You are about to delete the trading relationship with COINS Testing Ltd (Profile Type: COINS iPortal) where primary approval was carried out by iPortal Support (VINCI), upon confirmation following changes will be made.

- This vendor will be removed from the Trading Partners list and placed back in the Vendor Pool. If in future you require to work with this vendor, a fresh invitation will be required.
- Any incomplete questionnaires will be removed from the request and the vendor user’s inbox.
- Complete (but awaiting checking) questionnaires will also be removed.
- All completed questionnaires by this vendor will be removed.
- Any insurance data provided by the vendor upon your request will be added to the vendor’s standard data and will not be removed.

Confirm rejection.
Secondary approvals on behalf of a colleague (for example where they are on leave)

Navigate to **Vendors > Trading Partners** and search for the Vendor to be approved. You can review the documentation, information and questionnaires by clicking the **View options**.

Once you are confident that they meet the VINCI standards you can progress to approving the Vendor for working with VINCI by using the **Action Options**.

However, if information is missing you can reject the vendor back to the Primary approver, for amendment.

Once you have reviewed all questionnaires, and are confident that they meet the VINCI standards you can progress to approving the Vendor for working with VINCI. However, if information is missing you can reject the vendor back to the Primary approver, for amendment.
How a Vendor Registers on iPortal

Vendor Registration Process

1. Follow the link to the website

There are 3 ways for a Vendor to register on iPortal, ConstructionLine (preferred method), iPortal Direct and Builder’s Profile. Please follow the step by step instructions on how to do this and choose your Data Source on step 5.

To start the iPortal registration process navigate to www.coinsiportal.com/user/login.php
Register your Company

The screen will display the iPortal Registration:

Complete only the fields shown with **RED** text labels.
For Example:

Please ensure that the email address is **100% accurate**, as this is where the activation email is sent.

Click Register
The screen will display a message indicating that your initial registration is complete and that an email has been sent to your specified email address for you to complete your registration.

You should wait a few minutes, then check your inbox for the email from COINS.

**NOTE:** If the email hasn’t been delivered to your inbox, please check your junk mail and clutter (if you are on O365).

If the email is not delivered to your inbox after 10 minutes, you should contact Supply Chain Admin directly on **SupplyChainAdmin@vinci.plc.uk** to report the issue.

The email received will be similar to this:

**Supply Chain Management**
Business Information Management

Dear Julie,

Thank you for registering your business details for Z Vendor Sample on the COINS iPortal. You must now authenticate your details (by clicking on the link below) and complete the Registration process.

Follow the link and login at: https://www.coinsportal.com/user/authenticate.php?id=39912%26authenticate-bool%3Dtrue%26id%3D015f9552e8e503b17e614117d7c74f

Username: help.evans@vinci-construction.co.uk
Password: robbybury

When you have logged on, please click **Edit Personal Details** link and take the opportunity to reset the password to one that you will be more familiar with.

Kind Regards,

The COINS Portal Team

For any queries please email: help@coinsportal.com

**You MUST** click this link to authenticate your new account
The screen will display:

Your email address will be defaulted in as your User ID

Enter 1st time password from authentication email

Click Log in
The screen will display:

OPTION 1 - ConstructionLine is the VINCI preferred choice of Data Provider for Vendors – who will verify the information you provide, making it available to a number of Contractors.

OPTION 2 – COINS iPortal will require you to enter all of your details which will be verified by the VINCI Senior Site Representative, this could take some time and will require assistance from you.

OPTION 3 – Builders Profile do not verify any of the information downloaded from their website, so will require verification by the VINCI Senior Site Representative, this will take some time and will require assistance from you.

Each of the Options is described in more detail on the following pages.
OPTION 1 - ConstructionLine

If you have selected ConstructionLine as your third party data provider, your screen will display:

A message will be displayed asking you to confirm that you want to share your data with COINS.

Click Yes, and after a few seconds the screen will display a message indicating a successful link.

This will complete your registration and make your account details visible in the Vendor Pool for all Construction Companies subscribing to COINS iPortal.
OPTION 2 - COINS iPortal

If you have selected COINS iPortal your screen will display your Home page. You will need to complete the additional information before your company is available for selection from the Vendor Pool.

* This will complete your registration and make your account details visible in the Vendor Pool
OPTION 3 - Builders Profile

If you have selected Builders Profile as your third party data provider, your screen will display:

This will complete your registration and make your account details visible in the Vendor Pool.
Once the VINCI Senior Site Representative has invited you to become a Trading Partner, you will receive an email to log into iPortal. Once you have logged in, your Home page will display an Open Activities indicating that you have one or more questionnaires to complete, as illustrated below:

The screen will display:

If your iPortal account is iPortal Direct or linked to Builders Profile, you will be required to complete a minimum of 4 questionnaires. If your iPortal account is linked to ConstructionLine, you will only see the **New Subcontractor Request** questionnaire. Click the Action icon to open each questionnaire for you to complete.
Once completed, each questionnaire needs to be submitted (via the Submit tab) once the details have been entered:

Note: Failure to tick the Ready to Submit will save the details, but will not Submit it back to VINCI for processing.

**REJECTED QUESTIONNAIRES**

If VINCI reject your questionnaire(s) for any reason, they will be displayed in your **Open Activities**, as illustrated below:

The screen will display:
Once you have amended the questionnaire (as advised by your VINCI representative) you will need to resubmit as before.