

Supplier Portal New User Introduction

If you have any questions throughout the registration or navigation process, or if you have any questions about the information on the portal, please contact our Purchasing Dept. by email or phone.

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Listed below are the steps for registering with our Supplier Portal. We recommend watching the video (link below), which walks through the registration process.

Part 1: New User Registration

Video: <http://bmt.essexhomes.net/video/trade/register.html>

1. Copy and paste the following link, nesthomes.builderportal.net in your internet browser. NOTE: do not add "www." before the web address. This will result in an error message.
(We highly recommend using Firefox over Chrome, Safari, or Internet Explorer but any will work)
2. Click on "Supplier Registration" located below the blue login button
3. Fill in your desired Display Name and the Email Address we have on file for you. The email address needs to match our system record in order to enable you to view Purchase Orders and other important job information. Your email will also serve as the login username. (Email mmorris@nesthomes.com if you are not sure what email address we have on file.)
4. Click "Register" at the bottom of the screen and you will be sent back to the login page.
5. An email will be sent welcoming you to the portal with a link to reset the password. Click on the link and enter in your desired password and click "Submit"
(Note: If you do not see the email in your inbox, check your Spam or Clutter folder. If you still don't see the email, contact purchasing@nesthomes.com)
6. Finally, enter in your email address and password to login.

Part 2: Navigating the Portal: Job Information, Purchase Orders, Payments etc.

1. Once on the Dashboard, click the "Builder Portal" drop down menu in the upper left corner to find Job Information, Purchase Order, Documents, and Scheduling (coming soon), along with other options.
2. To view Documents such as Construction Drawings and Selection Sheets for specific jobs, select "Job Information" from under the Builder Portal drop down menu.
3. Click the filter button in the upper right corner (shown below)

Job Number: '402100003-(Langtree Lot 3)'

Area *

Reserve at Langtree Plantation ▼

Job Status

Select a Job Status ▼

Job *

402100003-(Langtree Lot 3) ▼

Apply Clear

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Job Site

Job Address

hasing@nes

4. Select the correct Area and Job from the drop down menus and click “Apply” (Job Status isn’t necessary).
5. Once the job has loaded you can click on the “Documents” tab to see the most current version of all documents. To download/view a document Click on the arrow icon in the Action column. The document should automatically download or pop-up. (NOTE: If nothing happens after selecting this icon then you need to disable the pop-up blocker. This is easy to do and varies by web browser)
6. The “Purchase Order” and “Payment” navigation works the same as the Job Information above. Select “Purchase Order” from the Builder Portal drop down menu and filter the jobs as above.
7. To view a P.O., click on the download arrow in the Action column. (If you aren’t sure what each of the buttons do, simply hover your mouse over the icon and a popup message will describe its function.)