

My NHBC Portal.

Sales data – purchaser details



Step by step – where to enter purchaser details

Select the required organisation and then go to active sites.

The screenshot displays the 'My NHBC Portal' interface. At the top, a dark blue header contains the text 'My NHBC Portal' on the left and 'Manage Account' and 'esales03' on the right. A dropdown menu is open, showing the selected organisation: 'Keepmoat Homes Midlands West - A Division of Keepmoat Homes Ltd - 87818'. Below the header, the main content area is divided into several sections. The 'Home' section includes a 'Home' link and three buttons: 'Upload Organisation Documents', 'View Organisation Documents', and 'My Tasks'. The 'Sites' section features a grid of four cards: '1 Not yet submitted', '2 Waiting for NHBC', '18 Active' (highlighted with a red box), and '0 Completed'. The 'Reports' section has two buttons: 'Site Reports' and 'My Reports', with a descriptive text below. The 'System Messages' section is currently empty.

Category	Count	Status
Not yet submitted	1	Not yet submitted
Waiting for NHBC	2	Waiting for NHBC
Active	18	Active
Completed	0	Completed

Step by step – where to enter purchaser details

Find the correct active site then click on the required site card.

My NHBC Portal | Organisation: Keepmoat Homes Midlands West - A Division of Keepmoat Homes Ltd - 87818 | Manage Account | esales03

Sites

In this section you can find all of the sites you have access to for the selected organisation. You can view your site access and request changes using the 'Manage Account' at the top of the page.

Search: Status Active | [Card View](#) | [Report View](#) | [Export](#) | [Add New Site](#)

Site Name	Your Site Ref	NHBC Site Ref	Site Name	Plot Count
Another Street, Milton Keynes, MK4 2	N/A	0006153050	N/A	4
Brunstock Beck, Didcot, OX11 7YG	N/A	0006152705	Main Test - Emz	120
Cl Cover Street, oxford, OX4 1	N/A	0006153908	Cl Cover Run	60
Choice Schedule Dup Lane, bedford, MK45 1	N/A	0006154255	Duplication of Choice Schedules	50
Connect Lane, bedford, MK45 2	N/A	0006153347	Connect Test	53
Connect Test Street, Cambridge, CB1 2	N/A	0006153362	Connect Site Test	83
Different Builder Street, Cambridge, CB1 1	N/A	0006153710	Different Builder Run	20
Downing Street, Cambridge, CB2 3DS	N/A	0006152759	No BC	101
February Lane, Oxford, OX1 1	N/A	0006154064	February Run Through	60
Initial Notice Road, Milton Keynes, MK2 3QW	N/A	0006152925	IN Test	109
NR Choice Lane, Cambridge, CB1 1	N/A	0006153281	NR Choice	32
NR Choice Second, Cambridge, CB2 3	N/A	0006153287	NR Choice second run	32
New Contact Crescent, Milton Keynes, MK5 6HL	N/A	0006152936	New Contact Site	10
New Release Lane, Milton Keynes, MK1 2	N/A	0006154016	New Release 31/01/24	50

Step by step – where to enter purchaser details

Locate the plot that you want to add the purchaser details to, click on the binoculars icon next to the required plot number.

My NHBC Portal Organisation
Keepmoat Homes Midlands West - A Division of Keepmoat Homes Ltd - 87818

Manage Account esales03

New Release Lane, Milton Keynes, MK1 2

NHBC Site Ref: 0006154016 Site Name: New Release 31/01/24 Your Site Ref: Not added Edit Site Details Edit

Details incorrect? Back to List of Sites

Site Overview Conditions & Ris Docs to NHBC Docs from NHBC Plot Registrations NHBC Contacts

Site Details

Plot Info

Search...

Enter Anticipated Final Dates BC Notifications Download Plot Progress

View Summary	Plot Number	Plot Usage	Product	Dwelling Type	Policy Number	Registered For Warranty	Registered For BC	Most Advanced Inspection Stage	Outstanding Conditions	Outstanding Ris	Finalled For Warranty	Finalled For BC	UPRN
	1	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013554	✓	✓	Pre-handover	0	0	✓	✓	
	2	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013558	✓	✓	Pre-handover	0	0	✓	✓	
	3	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013559	✓	✓	Pre-handover	0	0	✓	✓	
	4	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013555	✓	✓	Pre-handover	0	0	✓	✓	
	5	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013560	✓	✓	Pre-handover	0	0	✓	✓	
	6	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013561	✓	✓	Pre-handover	0	0	✓	✓	
	7	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013556	✓	✓	Pre-handover	0	0	✓	✓	
	8	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013557	✓	✓	Pre-handover	0	0	✓	✓	
	9	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013562	✓	✓	Pre-handover	0	0	✓	✓	
	10	Private Sale	Buildmark Newbuild & Building Control	Semi-Detached House	AZ013563	✓	✓	Pre-handover	0	0	✓	✓	
	11	Private Sale	Buildmark Newbuild & Building Control	Detached House	AZ013619	✓	✓	Pre-handover	0	0	✓	✓	
	12	Private Sale	Buildmark Newbuild & Building Control		N/A	✗	✗		0	0	✗	✗	
	13	Private Sale	Buildmark Newbuild & Building Control		N/A	✗	✗		0	0	✗	✗	
	14	Private Sale	Buildmark Newbuild & Building Control		N/A	✗	✗		0	0	✗	✗	

Step by step – where to enter purchaser details

On clicking the binoculars icon, you will be taken to the below page, scroll down the page to locate purchaser details.

My NHBC Portal Organisation
Keepmoat Homes Midlands West - A Division of Keepmoat Homes Ltd - 87818 [Manage Account](#) [esales03](#)

New Release Lane, Milton Keynes, MK1 2 [Details Incorrect?](#)

NHBC Site Ref: 0006154016 Site Name: New Release 31/01/24 Your Site Ref: Not added [Edit Site Details](#) [Back to Site Overview](#)

[Export Plot Details](#) [Expand All](#) [Collapse All](#)

Plot details	
Plot Number	10
Dwelling Type	Semi-Detached House
Construction Type	Cavity Masonry - Traditional Construction
Number of Storeys	2
Basement	No
Block Name	N/A

Registration details	
Policy Number	AZ013563
Activation Code	OH914LP4GK
Product(s)	Buildmark Newbuild & Building Control
Registration Date (Warranty)	06/02/2024
Registration Date (Building Control)	06/02/2024

Technical details	
Intention To Start Work	N/A

Step by step – where to enter purchaser details

When you have found the purchaser details section, select the required intended purpose for the plot.

My NHBC Portal Organisation
Keepmoat Homes Midlands West - A Division of Keepmoat Homes Ltd - 67618 Manage Account esales03

Registration details

Policy Number	AZ013563
Activation Code	OH914LP4GK
Product(s)	Buildmark Newbuild & Building Control
Registration Date (Warranty)	06/02/2024
Registration Date (Building Control)	06/02/2024

Technical details

Intention To Start Work	N/A
Regarded As Commenced	N/A
Start Date	01/02/2024
Latest Inspection Stage	Pre-handover
Applicable Optional Regulation(s)	None applicable
Finalised Date (Warranty)	06/02/2024
Finalised Date (Building Control)	06/02/2024
Anticipated Final Date	N/A

Purchaser details Save

Intended purpose for the plot :

Occupy Rent Sell

Property Postcode 🔍

Plot documents

Step by step – where to enter purchaser details

If the plot is to be occupied or rented an address search option will be provided.

Fill in the postcode, then click the magnify glass.

You will then get the address search pop-up box, either select the address from the provided list or refine search to enter an address that is not listed.

Once you have saved these details you will be unable to edit them.

The screenshot displays the 'My NHBC Portal' interface. At the top, the header includes the NHBC logo, 'My NHBC Portal', and the organization name 'Keepmoat Homes Midlands West - A Division of Keepmoat Homes Ltd - 87818'. A 'Manage Account' link and a user identifier 'esdes03' are visible in the top right corner.

The main content area is divided into several sections:

- Purchaser details:** This section includes a 'Save' button in the top right. It contains a form for 'Intended purpose for the plot:' with radio buttons for 'Occupy' (selected), 'Rent', and 'Sell'. Below this is a 'Property Address:' field with the text 'Testing Street Milton Keynes mk1 2gb'.
- Plot documents:** This section contains a table with the following data:

Document Description
Plot 10 BC Final Cert AZ013563 10-06-Feb-2024
Plot 10 Covernote AZ013563 10-07-Feb-2024
- Outstanding conditions & reportable items:** This section is currently empty.
- Outstanding Conditions:** This section is currently empty.

An 'Address Search' pop-up box is overlaid on the page. It features a search bar with the text 'There was an Error with your search. Please refine search'. Below the search bar is an 'Address List' area, which is currently empty. At the bottom of the pop-up, there are two buttons: 'Refine Search' and 'Select Address'.

Step by step – where to enter purchaser details

If the plot is to be sold you will be asked if the purchaser is an organisation, if not then you can enter the purchaser details along with the exchange dates.

Again, once these details have been saved you will be unable to edit them.

Further purchasers can be added using the Add Purchaser button.

The screenshot shows the 'My NHBC Portal' interface. At the top, it displays 'Organisation: Keepmoat Homes Midlands West - A Division of Keepmoat Homes Ltd - 87818'. Below this is a table with the following data:

Latest inspection stage:	1/10 - Handover
Applicable Optional Regulation(s)	None applicable
Finalised Date (Warranty)	06/02/2024
Finalised Date (Building Control)	06/02/2024
Anticipated Final Date	N/A

The main section is titled 'Purchaser details' and is highlighted with a red border. It contains the following fields and options:

- Intended purpose for the plot: Occupy Rent Sell
- Builder file submissions data: No builder submitted data uploaded
- Is the purchaser an organisation? Yes No
- Purchaser(s): [Empty text field]
- + Add Purchaser button
- Property Postcode: [Text field with search icon]
- Exchange Details:
 - Reservation Date: [Text field]
 - Exchange Date: [Text field]
 - Purchase Price: [Text field]
- Has the completion taken place? Yes No
- Plot documents: [Section header]

The screenshot shows the 'Homeowner' form. It contains the following fields and options:

- Email Address: [Text field with search icon]
- I do not have an email address button
- Title: [Dropdown menu]
- First Name: [Text field]
- Last Name: [Text field]
- Contact Number: [Text field]
- Search Conveyancers: Enter an Email Address [Text field]
- * Is the correspondence address the same as the property address? Yes No
- Cancel button
- Confirm button

Below the Homeowner form, there is a smaller version of the 'Is the purchaser an organisation?' form, which is also highlighted with a red border. It contains the following fields and options:

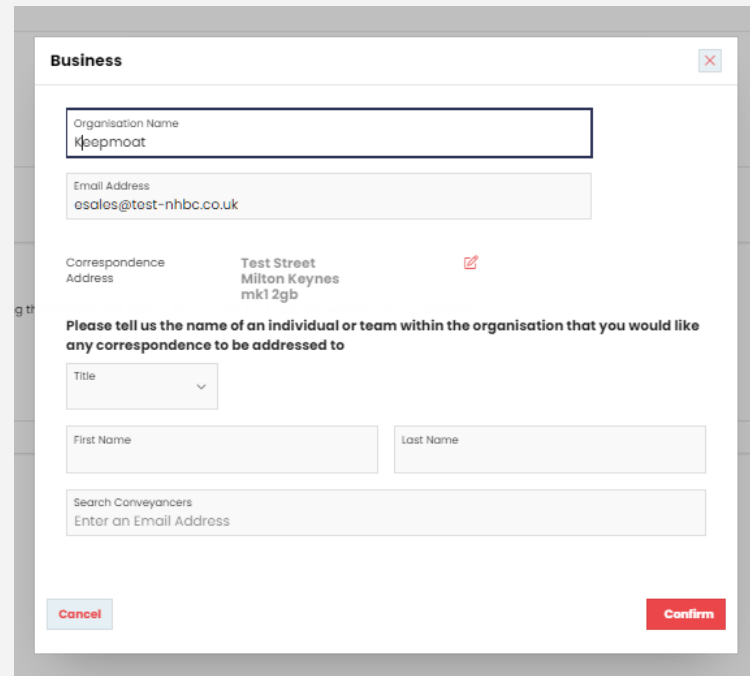
- Is the purchaser an organisation? Yes No
- Purchaser(s): [Text field]
- Ms Emma Sales [Text field]
- + Add Purchaser button

Step by step – where to enter purchaser details

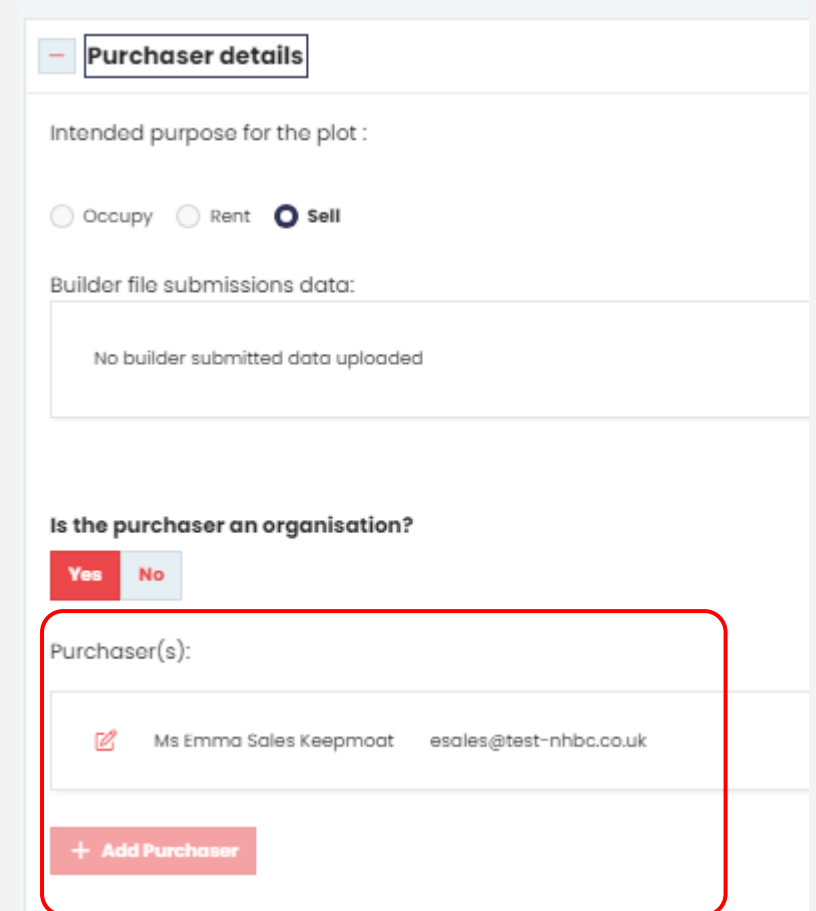
If the plot is to be sold and the purchaser is an organisation, you will see this pop-up box.

Fill in all the details and click confirm, the details will then be displayed under Purchaser(s).

Again, when you have clicked save you will be unable to edit these details.



A screenshot of a 'Business' pop-up form. The form contains the following fields: 'Organisation Name' (Keepmoat), 'Email Address' (esales@test-nhbc.co.uk), 'Correspondence Address' (Test Street, Milton Keynes, mk1 2gb), a section for 'Please tell us the name of an individual or team within the organisation that you would like any correspondence to be addressed to' with 'Title', 'First Name', and 'Last Name' fields, and a 'Search Conveyancers' field (Enter an Email Address). There are 'Cancel' and 'Confirm' buttons at the bottom.



A screenshot of the 'Purchaser details' form. It includes a section for 'Intended purpose for the plot' with radio buttons for 'Occupy', 'Rent', and 'Sell' (selected). Below is a section for 'Builder file submissions data' with the text 'No builder submitted data uploaded'. A question 'Is the purchaser an organisation?' has 'Yes' selected. The 'Purchaser(s):' section shows a list with one entry: 'Ms Emma Sales Keepmoat' with email 'esales@test-nhbc.co.uk'. An '+ Add Purchaser' button is at the bottom.

Step by step – how to remove purchaser details

If the person purchasing the property has changed for any reason, you can also remove their details from the plot.

Click on the pencil icon next to the purchaser's name.

Then click Not My Client, this will then remove the purchaser from the property allowing you to enter a new buyer.

Purchaser details

Intended purpose for the plot :

Occupy Rent Sell


Builder file submissions data:

No builder submitted data uploaded

Is the purchaser an organisation?

Yes No

Purchaser(s):

 Ms Emma Sales emmas [redacted]

+ Add Purchaser

Homeowner

Email Address emmas [redacted]

I do not have an email address

Title Ms

First Name Emma Last Name Sales

Contact Number 0190874774

* Is the correspondence address the same as the property address?

Yes No

Cancel **Not My Client** **Confirm**

Purchaser details

Intended purpose for the plot :

Occupy Rent Sell

Builder file submissions data:

No builder submitted data uploaded

Is the purchaser an organisation?

Yes No

Purchaser(s):

+ Add Purchaser

Need support?

For more information about My NHBC Portal, please contact NHBC's Portal Support team on 0344 633 1000 or email us at onlinesupport@nhbc.co.uk

