



# **NVR Vendor Portal**

## **Vendor User Guide**

Should you encounter any problems or questions, please do not hesitate to call your local NVR division office.

We are here to help!



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## Introduction

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### Portal Overview

The **Vendor Portal** is a web-based tool that enables NVR to post Selection Acknowledgement Reports (SAR's) and Purchase Orders (PO's) in a secure, on-line portal instead of mailing them to our vendors.

The Vendor Portal will replace the website vendors used previously to lookup SAR's (www.builder-website.com).

The new Portal can be accessed via the internet at <https://vendor.nvrinc.com/login>.

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### Benefits of Vendor Portal

The Vendor Portal will allow NVR and its Vendors to realize many benefits:

- Vendors will receive information in a timely, efficient manner
  - Newly created PO's and SAR's will be highlighted online for easy identification
  - Changed PO's and SAR's will be highlighted online for easy identification
  - Vendors can provide access to users of their choosing within their organization
  - PO's and SAR's can be saved in electronic format for future reference
  - Infrastructure is built to add more functionality and collaboration between NVR and its Vendors in the future
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## Technical Requirements

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### General

The Vendor Portal is accessible via the Internet. Therefore, users must have an internet connection to access the Portal.

In addition, all users will need an e-mail address to register for the site. The e-mail address will become the user login and will be used to receive e-mails for password changes as needed when using the site.

### Browser Compatibility

We recommend using the Vendor Portal with one of the following internet browsers:

- Microsoft Internet Explorer 6.0
- Microsoft Internet Explorer 7.0
- Microsoft Internet Explorer 8.0
- Mozilla Firefox 2.0
- Mozilla Firefox 3.0

If you do not have one of the browsers listed above, you can download them for free from Microsoft ([www.microsoft.com/downloads](http://www.microsoft.com/downloads)) or Mozilla ([www.mozilla.com](http://www.mozilla.com)).

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## Getting Started

### Site Registration

**When you initially register for the Vendor Portal, you will create your own login and password.**

You must have your Vendor ID and the last 4 digits of your Tax Identification Number (TIN) available to register.

This information enables us to provide you with secure information specific to your Vendor ID on the site.


The table below outlines how to register for the Vendor Portal.

Step	Action
1	Open an Internet session (using one of the acceptable browsers discussed in the Technical Requirements section above).
2	Type the URL address <a href="https://vendor.nvrinc.com/login">https://vendor.nvrinc.com/login</a> and press the <b>Enter</b> key on your keyboard.  <b>NOTE:</b> Do not type “www” in front of the URL address.
3	<p>When the site opens, you will see the login prompt below.</p> <div data-bbox="477 1205 1068 1495" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Log In</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Log In"/></p> <p><a href="#">New User? Register now!</a> <a href="#">Forgot your password?</a></p> </div> <p><b>Registration to the NVR Portal is a 2-step process:</b></p> <ul style="list-style-type: none"> <li>A. Create your user profile and login credentials</li> <li>B. Activate your account</li> </ul> <p>To create your user profile and login credentials, click “<b>New User? Register Now!</b>”</p>

**Site Registration,**  
*continued*

<p>4</p>	<p>You will be taken to the screen below to sign up for your new account.</p> <div data-bbox="479 319 1469 1234"> </div> <p>Please provide <u>all</u> fields of information. An error message will appear if the information you enter does not conform to site format standards (password length, vendor ID format, etc.)</p> <p>You must <b>enter the Security Code based on the numbers/letters you see in the box above the Security Code field.</b> Click <b>Register</b> when complete.</p> <p><b>Note:</b> Make a note to remember your new password. Passwords will <u>not</u> expire.</p>
<p>5</p>	<p>You will receive the following message after successful registration:</p> <div data-bbox="479 1711 1469 1795"> </div> <p>You will receive an e-mail from <b><u>no-reply@nvrinc.com</u></b>. To complete the sign-up process, you must now <u>activate</u> your account.</p>

**Site Registration, continued**

6	<p>To activate your account, you must click the link provided in the successful registration e-mail you received from NVR. See below for an example:</p> <div data-bbox="479 409 1437 535" style="border: 1px solid #ccc; padding: 5px;"> <p>Please click on the link below to activate your account.  <a href="http://login.nvrinc.com/login/activate.aspx?vkey=JWVJZF4SNJxw260h7mShWHqNDFMXkikWI7Od6ryMMORz65GIN6mneQ%3d%3d">http://login.nvrinc.com/login/activate.aspx?vkey=JWVJZF4SNJxw260h7mShWHqNDFMXkikWI7Od6ryMMORz65GIN6mneQ%3d%3d</a>                      This link will expire on : 9/2/2009 1:15:50 PM</p>  </div> <p><b>NOTE:</b> You must click the link <i>within 24 hours</i> of receipt of the e-mail or your account will not be able to be activated. If this happens, you simply need to re-register by going back to Step 2 above and repeating the process.</p>
7	<p>After you click the link from the e-mail, you will be taken to the login screen.</p> <p>Once you successfully login your account is active and ready to use the Vendor Portal.</p>

**Logging In**

Step	Action
1	<p><b>After successful account registration and activation</b>, you are ready to login to the Vendor Portal.</p> <p>Your <b>User Name</b> will be the <u>e-mail address</u> you supplied during registration.</p> <p>Your <b>Password</b> will be the password you provided during registration.</p> <p>After you have supplied the information above, click <b>Log In</b>.</p> <div data-bbox="479 1386 1063 1669" style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;">Log In</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Log In"/></p> <p><a href="#">New User? Register now!</a>  <a href="#">Forgot your password?</a></p> </div> <p>After successful login, you are taken to the Vendor Portal <b>Home Page</b>.</p>

**User Administration**

**The first user to login for your Company becomes the Administrator** for the Vendor Portal.

The Administrator will receive the e-mail notification below each time a new user registers for the site using the same TIN.

---

**From:** no-reply@nvrinc.com [mailto:no-reply@nvrinc.com]  
**Sent:** Thursday, September 10, 2009 10:10 AM  
**To:** **Vendor Admin e-mail address**  
**Subject:** New Vendor Portal Account Activated **E-mail account here**

A new user account activated: **E-mail account name** .9/10/2009 10:10:15 AM  
First Name: **XXXX**  
Last Name: **XXXX**  
Vendor Id: **12345**

The Administrator will also manage which functions users for their TIN's will access. **By default, users will have access to both SAR's and PO's after they register.**

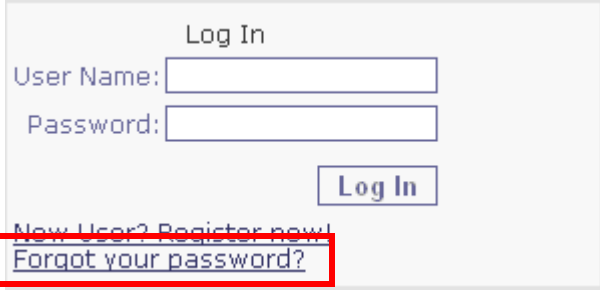
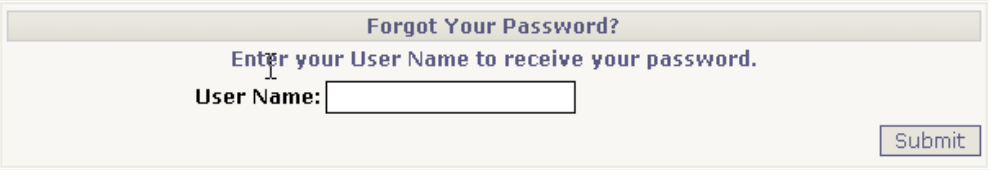
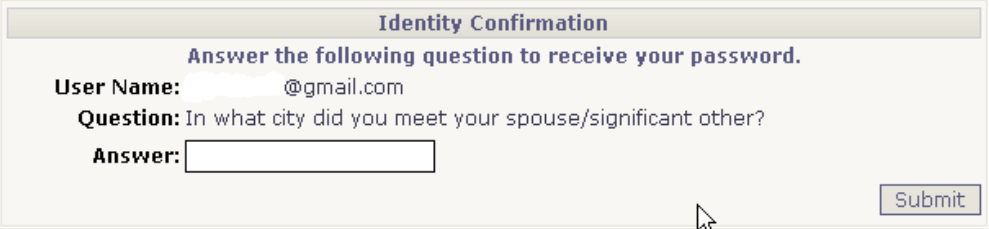
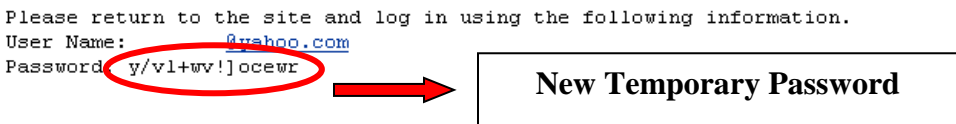
Available options to set for users are:

1. Access to both SAR's and PO's
2. Access to SAR's only
3. Access to PO's only

*If a user that registered should not have access to SAR's or PO's, contact your local NVR office and they will assist you in setting up the user's access rights.*



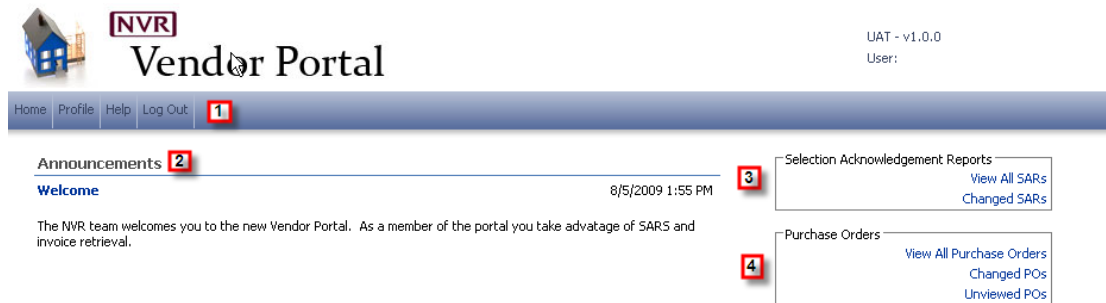
**Forgotten Password**

Step	Action
1	<p>If you forget your password and are unable to login, you can reset your password at the login screen.</p> 
2	<p>You will be prompted to supply your user name:</p> 
3	<p>Then, you will be asked to provide the answer to your secret security question provided during Registration.</p> 
4	<p>After successfully providing this information, a temporary password will be sent to your e-mail address from <b>no-reply@nvrinc.com</b>.</p> 
5	<p>Return to the Vendor Portal URL, and supply your <b>User Name</b> and <b>New Temporary Password</b> from the e-mail (shown above).</p> <p>After logging in with your temporary password, you should go to <b>Profile</b> to create a new permanent password. The <b>Home Page</b> section will provide you with instructions to do this. Please make note of your new password.</p>

## Home Page

**Introduction** After you login to the Vendor Portal, you will be taken to the Home Page.

On your initial login to the site, you will be asked to accept the “Acceptable Use Policy” from NVR for acceptable use of the website. On occasion, you will be asked to re-confirm the terms as new site releases are generated.

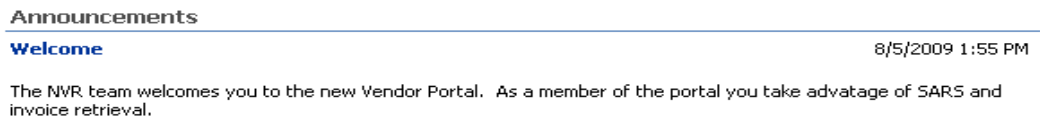


Each section of the Home Page is numbered and described below:

1. Menu Bar
2. Announcements
3. Selection Acknowledgement Reports (SAR) page
4. Purchase Orders page

### View Announcements

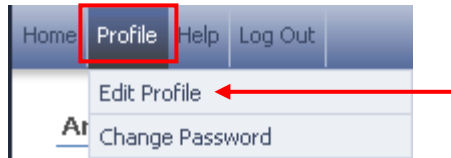
The **Announcements** section is available to provide our Vendors alerts and updates.



The 5 most recent announcements will appear on the main menu, along with the date and time the announcement was posted. If you would like to see all announcements that have not expired, click the word “**Announcements**” to open a new page with all active announcements in date order.

**Edit User Profile**

The User Profile screen is available from the Menu Bar:



You can perform several functions in this menu:

- Link additional Vendor ID's for your TIN to your profile
- Edit your First and Last Names
- Edit your User Name (e-mail address)
- Modify your Security Question/Answer

**Edit Profile :** username@gmail.com

**Vendor Ids**

Vendor Ids:  NJ001

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**General**

First Name:

Last Name:

User Name:

---

**Security Question**

Security Question:

Answer:

---

Password:

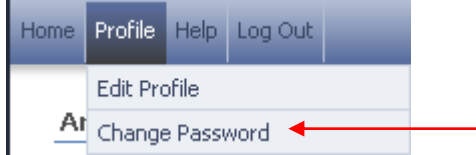
Password required to modify profile.

1. Enter the information you wish to change
2. Enter your password
3. Click **Update** to record your changes.

**Note:** Users are eligible to view PO's for each Vendor ID your Company has with NVR for the TIN provided during Registration. The other available Vendor ID's for this TIN are provided in this screen for selection.

**Change Password**

Password change is available on the Menu bar under Profile:



Users can change their passwords whenever they wish. Passwords will not expire by default. To change your password, choose Profile/Change Password:

**Change Password**



The new password entered should be used the next time you login to the Portal.

**Help Menu**

The Help Menu provides the following:

- Frequently Asked Questions (FAQ's)
- Contacts



Answers to **FAQs** are available to assist you with common challenges other users have faced when using the Portal. If the answer you seek is not available on the FAQ page, you can contact your Division administrator for assistance.

The **Contacts** menu provides information regarding whom to call with any problems using the site.

**Logout** You can end your Portal session using either of the options below:

1. Click Log Out on the Menu Bar



2. Close your browser
-

## Selection Acknowledgement Reports (SAR)

### Introduction

The Selection Acknowledgement Report (SAR) contains the specific options chosen on each house that must be built. Our vendors use this information to determine what parts and materials are needed to complete a given job.

You have 2 choices for selecting SAR's to view:

1. **View All SARs** – You choose an SAR for a desired lot/community
2. **Changed SARs** – View only those SARs for lots that have changed since you last viewed them

The screenshot shows the Vendor Portal home page. At the top left is the NVR logo and a house icon. The title "Vendor Portal" is centered. On the right, it says "UAT - v1.0.0" and "User". Below the title is a navigation bar with "Home", "Profile", "Help", and "Log Out". The main content area has "Announcements" on the left and two menu boxes on the right. The "Selection Acknowledgement Reports" box is highlighted with a red rectangle and contains links for "View All SARs" and "Changed SARs". The "Purchase Orders" box contains links for "View All Purchase Orders", "Changed POs", and "Unviewed POs".




### SAR Screen Layout

After clicking the link to access SAR's, you will be taken to the screen below. Each section of the screen is numbered and described in further detail below.

The screenshot shows the "Selection Acknowledgement Reports" screen. At the top left is the NVR logo and a house icon. The title "Vendor Portal" is centered. On the right, it says "Pre-ALPHA" and "User: jluto0722@gmail.com" with a "logout" link. Below the title is a navigation bar with "Home", "Profile", "Administration", "Help", and "Log Out". The main content area has a header "Selection Acknowledgement Reports" and a filter section. The filter section includes "Division: (NJS) NEW JERSEY SOUTH" (labeled 1), "Community: (BR) BRYNWOOD MANOR" (labeled 2), and a "No Filter" dropdown (labeled 3). Below the filter is a table with columns: "View SAR" (labeled 4), "Lot", "Unit", "Revised", and "ModifiedDate". The table lists 17 items with their respective lot numbers, units, and dates. The page number "Page 1 of 1 (17 items)" is at the bottom right.

View SAR	Lot	Unit	Revised	ModifiedDate
NJSBRA004	A004			Jul 23 2009, 08:35 AM
NJSBRA005	A005		Revised	Jul 28 2009, 11:15 AM
NJSBRA006	A006		Revised	Jul 31 2009, 12:17 PM
NJSBRA007	A007		Revised	Jul 31 2009, 12:04 PM
NJSBRA008	A008			Jul 23 2009, 08:32 AM
NJSBRA010	A010			Jun 06 2009, 12:57 PM
NJSBRA011	A011		Revised	Aug 11 2008, 09:28 AM
NJSBRA012	A012		Revised	Oct 21 2008, 10:58 AM
NJSBRA013	A013		Revised	Jul 27 2009, 09:07 AM
NJSBRA014	A014		Revised	Jun 26 2009, 04:02 PM
NJSBRA015	A015		Revised	Jul 20 2009, 10:38 AM
NJSBRA016	A016		Revised	May 07 2009, 12:12 PM
NJSBRA017	A017			Jun 11 2009, 09:56 AM
NJSBRA018	A018		Revised	Jun 04 2009, 03:09 PM
NJSBRA019	A019		Revised	May 18 2009, 10:17 AM
NJSBRA020	A020		Revised	Jun 05 2009, 09:43 AM
NJSBRM011	M011		Revised	Jul 30 2009, 03:59 PM

**SAR Screen  
Layout,  
continued**

Part	Name	Function
1	<b>Division Selection</b>	<p>You must select a Division to view a SAR. The Division list will contain only those Divisions each Vendor works with at NVR. The user may choose a <b>single Division or All Divisions</b>.</p> 
2	<b>Community Selection</b>	<p>You must select a Community to view a SAR. You will see the 2-digit Community ID and the Community Name.</p> <p><b>The Community list will be determined by the Division selected in Step 1.</b></p> 
3	<b>Data Filter</b>	<p>The Data Filter allows the user to either <b>Show All</b> SAR's for a given Division/Community or <b>only SAR's that have changed since the users last viewed them</b>.</p> 
4	<b>Data Grid</b>	<p>The Data Grid consists of the following columns:</p> <ul style="list-style-type: none"> <li>▪ <b>Division</b> – Division the SAR relates to</li> <li>▪ <b>Community</b> – Community the SAR relates to</li> <li>▪ <b>Lot #</b> - Link to .pdf image of SAR for the lot</li> <li>▪ <b>Unit</b> - The unit designator for townhouses or condos</li> <li>▪ <b>Revised</b> – If the SAR has changed from its original state</li> <li>▪ <b>Modified Date</b> – The date the SAR was last changed</li> </ul>

**View, Print and Save SAR's**

Clicking the link to the individual SAR from the Data Grid will open the SAR in .pdf format.

Division	Community	Lot	Unit
NJC	LC	<a href="#">A116</a>	@
NJC	LC	<a href="#">A116</a>	A
NJC	LC	<a href="#">A116</a>	B
NJC	LC	<a href="#">A116</a>	C

After clicking the link, an image of the SAR will be opened:

```

05/05/2008          SELECTION ACKNOWLEDGEMENT REPORT (Print Only)/emarass          PAGE: 1
10:03:54          NEW JERSEY CENTRAL - NJC
                  COMPANY NAME : Ryan Homes

COMMUNITY #/NAME   :LC/LEGACY AT MEADOWCROFT COAH SET #/VERSION :RSC00/02/ROSECLIFF
LEGAL LOT/BLOCK/SECTION :00000019/147./0011          MODEL HOME      :N
NVR LOT/UNIT       :A116A
NEW ADDRESS        :82 ABRAMS DR.          PER PLAN(STANDARD)/REVERSED :PER PLAN
BUILDING PERMIT #  :          GARAGE LEFT/RIGHT          :
START DATE         :          DRIVEWAY LOCATION           :RIGHT
PROJECTED SETTLE DATE :          DIVISION PHONE: 732-938-3535

===== GENERAL INFORMATION =====

PRODUCT TYPE      :Town House Attached          BASE HOUSE INFORMATION
OPTION #1         :LEVEL ENTRY ON SLAB          # BEDROOMS        :THREE BEDROOM
OPTION #2         :          # BATHROOMS       :TWO OR THREE BATH
                  :          # CARS/GARAGE   :TWO CAR GARAGE

SUPERVISOR        :Ralph L Rimando Jr          SALESPERSON       :
OFFICE PHONE      :          FINANCING          :
                  :          PURCHASER       :
                  :          WORK         :

COMMENTS         :

===== SELECTED OPTIONS =====
B=Base R=Required S=Standard E=Elective

Option# OC      Qty Description
-----
**** LEVEL ENTRY ON SLAB ****
FTS      S          1 LEVEL ENTRY ON SLAB

**** ELEVATIONS ****
ELC      E          1 ELEVATION C-MUST SELECT ELC
SAE      E          1 END UNIT

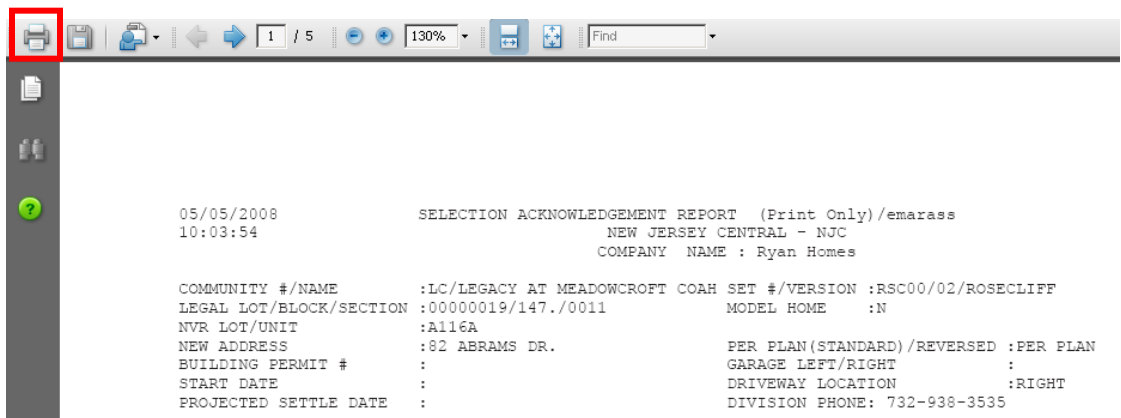
**** HOUSE ****
MQI      B          1 STORAGE ROOM FINISHED
    
```



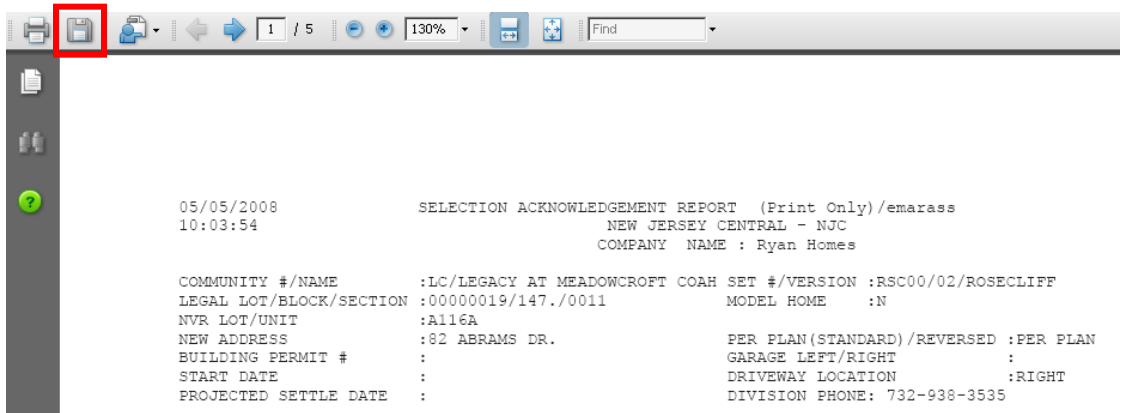
**View, Print and Save SAR's,**  
*continued*

With the SAR opened on your screen you can perform the following 3 actions:

1. View the SAR on screen
2. Print the SAR



3. Save the SAR file to your computer



## Purchase Orders

**Introduction** Purchase Orders contain the contracted price and quantities for Vendors to perform work on an NVR lot. New Purchase Orders will typically be posted by the NVR Divisions once/week to the Portal, coinciding with the new homes we plan to start that week.

You have 3 choices for selecting POs to view:

1. **View All POs** – You choose a PO to view for a desired lot/community
2. **Changed POs** – View only those POs for lots that have changed since you last viewed them
3. **Unviewed POs** – POs that have not been seen by any user for this **TIN** (not by individual user)



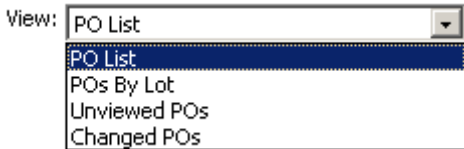
To access PO's for a desired lot/community, click the link from the Home Page.

### PO Screen Layout

After clicking the link to access PO's, you will be taken to the screen below. Each section of the screen is numbered and described in further detail below.

Selec	Division	Community	Lot/Unit	VendorID	PONumber	Replaces PO	Phase/Activity	Draw	Generate Date	Status	Amount
<input type="checkbox"/>	NJS	OS	A060	12659	S91315		314	0	Jun 25 2009, 1...	Open	\$
<input type="checkbox"/>	NJS	OS	A055	12659	S88182		310	0	Apr 22 2009, 1...	Paid	\$
<input type="checkbox"/>	NJS	OS	A055	12659	S88183		314	0	Apr 22 2009, 1...	Open	\$
<input type="checkbox"/>	NJS	OS	A061	12659	S90071		314	0	Jun 03 2009, 1...	Open	\$
<input type="checkbox"/>	NJS	OS	A060	12659	S91314		310	0	Jun 25 2009, 1...	Open	\$
<input type="checkbox"/>	NJS	OS	A066	12659	S87813		310	0	Apr 16 2009, 1...	Invoi...	\$
<input type="checkbox"/>	NJS	OS	A066	12659	S87814		314	0	Apr 16 2009, 1...	Invoi...	\$
<input type="checkbox"/>	NJS	OS	A061	12659	S90070		310	0	Jun 03 2009, 1...	Open	\$

**PO Screen Layout,**  
*continued*

Part	Name	Function
1	<b>Division Selection</b>	<p>You must select a Division to view a PO. The Division list will contain only those Divisions each Vendor works with at NVR. The user may choose a <b>single</b> Division or <b>All Divisions</b>.</p> 
2	<b>Community Selection</b>	<p>You must select a Community to view a PO. You will see the 2-digit Community ID and the Community Name.</p> <p><b>The Community list will be determined by the Division selected in Step 1.</b></p> 
3	<b>Data Filter</b>	<p>The Data Filter provides the following view options:</p> <ol style="list-style-type: none"> <li><b>PO List</b> – List all PO’s for selected Division/Community</li> <li><b>PO’s by Lot</b> – Group list by Lot #</li> <li><b>Unviewed POs</b> – POs not yet seen for this TIN</li> <li><b>Changed POs</b> – POs that have changed since the last viewing by this user</li> </ol> 

**PO Screen  
Layout,  
*continued***

4	<b>Data Grid</b>	<p>Each column of the PO Data Grid is described below:</p> <ul style="list-style-type: none"> <li>▪ <b>Select Box</b> – Choose PO’s you wish to view. You are able to select as many as you wish.</li> <li>▪ <b>Division</b> – Division issuing the PO</li> <li>▪ <b>Community</b> – Community the PO relates to</li> <li>▪ <b>Lot/Unit</b> – Link to view the PO for the lot within the listed community</li> <li>▪ <b>Vendor ID</b> – The Vendor ID assigned to this PO</li> <li>▪ <b>PO Number</b> – The current, effective PO number</li> <li>▪ <b>Replaces PO</b> – If a PO is regenerated, a new PO number is created. This is the number of the original PO that was issued (the one replaced).</li> <li>▪ <b>Phase/Activity</b> – The Phase/Activity number assigned to the PO</li> <li>▪ <b>Draw</b> – A number will appear here if payment of a PO is broken into multiple parts</li> <li>▪ <b>Generate Date</b> – Issue Date of the PO</li> <li>▪ <b>Status</b> – Payment status for the PO. Available options are <b>Open</b> (no invoice entered), <b>Invoiced</b> (invoice entered but not paid), <b>Paid</b> (check has been cut)</li> <li>▪ <b>Amount</b> – PO Amount</li> </ul>
---	------------------	--

**View, Print and Save PO's**

To View a PO, you can do one of the following options:

1. Click the link to the individual PO from the Data Grid will open the PO
2. Click the Select box beside the PO numbers you wish to view, and then click the **View Selected PO's** button. This option allows you to **view more than 1 PO at a time**. A page break will be inserted between each unique PO number.

The PO(s) will be opened in .pdf format:

```

(GROSS) PURCHASE ORDER
PAGE NUMBER : 1
FROM : NEW JERSEY SOUTH(MJSE) Ryan Homeo
VENDOR #/NAME : 12659-F M CUSTOM PAINTING
VENDOR ADDRESS : 21 BUTTWOOD DRIVE ROBERTSON NJ 08505-
PACKING INSTRUCTIONS :
SHIPPING INSTRUCTIONS :
FO# : 888182
REFERENCE #0# :
REPORT DATE : 09/10/2009
REPORT TIME : 11119112
REP GENERATED DATE : 04/22/2009
SALE RAIF# DATE : 03/15/2009

PHASE/ACTIVITY/DRAW : 310 K PAINT-COMB.M&L
COMMUNITY : OS OSPREY COVE
LOT/UNIT : A055
BLDG PERMIT# :
MAP/PARCEL# :
STREET ADDRESS : 9 JULIA CT 08210
BLDG SET #/VERSION : SFR00-05 SPRINGBROOK Version 5
OPTION #1 : FRA -BSMT FDN
OPTION #2 : ELC -ELEV C

-----
OPT'N BID/ ADJUSTED
COUNT PART # PART DESCRIPTION/BID DESCRIPTION HAND QUANTITY UN UN PRICE DISCOUNT TAX TOTAL COMMENTS
-----
L3110020 PAINT HOUSE EXTERIOR & INTERIOR L/M 185.000- SF .900 .00 .00 166.50-OUTSIDE DRAIN
L3110020 PAINT HOUSE EXTERIOR & INTERIOR L/M 1,825.000 SF .900 .00 .00 1,642.50
-----
OPTION TOTAL 1,500.30
ELC ELEVATION C + MUST SELECT ELC 1 L0282473 PAINT PORCH SMALL ENTRY L/M 1.000 EA 75.000 .00 .00 75.00
-----
TOTALS .00 .00 1,575.30
-----

VENDOR #1: _____
VENDOR: _____ DATE: _____
APPROVED BY: _____ DATE: _____

TOTAL NUMBER OF PAGES ARE: 1
VENDOR MEMEM ORDER LEADTIME:
MEMEM LEADTIME THIS P.O.:
  
```

At this point, you can perform the following 3 actions:

1. View the PO(s) on screen
2. Print the PO(s)

The screenshot shows a web application interface with a PDF viewer toolbar at the top. The toolbar includes icons for print, save, and navigation, along with a search box containing the text 'Find'. The print icon is highlighted with a red box. Below the toolbar, the document content is displayed, showing the same purchase order details as in the previous block, including vendor information, option codes, and a table of items.

**View, Print and Save PO's,**  
*continued*

3. Save the PO file to your computer

**Note:** If you are viewing multiple PO's at one time, only 1 file will be created to store all PO's.

(GROSS) PURCHASE ORDER

PHASE/ACTIVITY/DRAW : 310 K PAINT-COMB.M&L  
 COMMUNITY : OS OSPREY COVE  
 LOT/UNIT : A055  
 BLDG PERMIT# :  
 MAP/PARCEL# :  
 STREET ADDRESS : 9 JULIA CT 08210  
 BLDG SET #/VERSION : SPRO0-05 SPRINGBROOK Version 5

FROM : NEW JERSEY SOU  
 VENDOR #/NAME : 12659-F M CUST  
 VENDOR ADDRESS : 21 BUTTONWOOD  
 PACKING INSTRUCTIONS :  
 SHIPPING INSTRUCTIONS :

OPTION #1 : FBA -BSMT FDN  
 OPTION #2 : ELC -ELEV C

OPTION CODE	OPT'N BID/ COUNT PART #	PART DESCRIPTION/BID DESCRIPTION
	L3110020	PAINT HOUSE EXTERIOR & INTERIOR L/M
	L3110020	PAINT HOUSE EXTERIOR & INTERIOR L/M
ELC	ELEVATION C + MUST SELECT ELC	1 L0282473 PAINT PORCH SMALL ENTRY L/M

## Drawing Delivery

**Introduction** This section of the Vendor Portal provides access to view drawing files (blueprints) for each of our homes online. NVR will now use this feature to deliver drawings to you for bidding and general use to prepare for home construction.

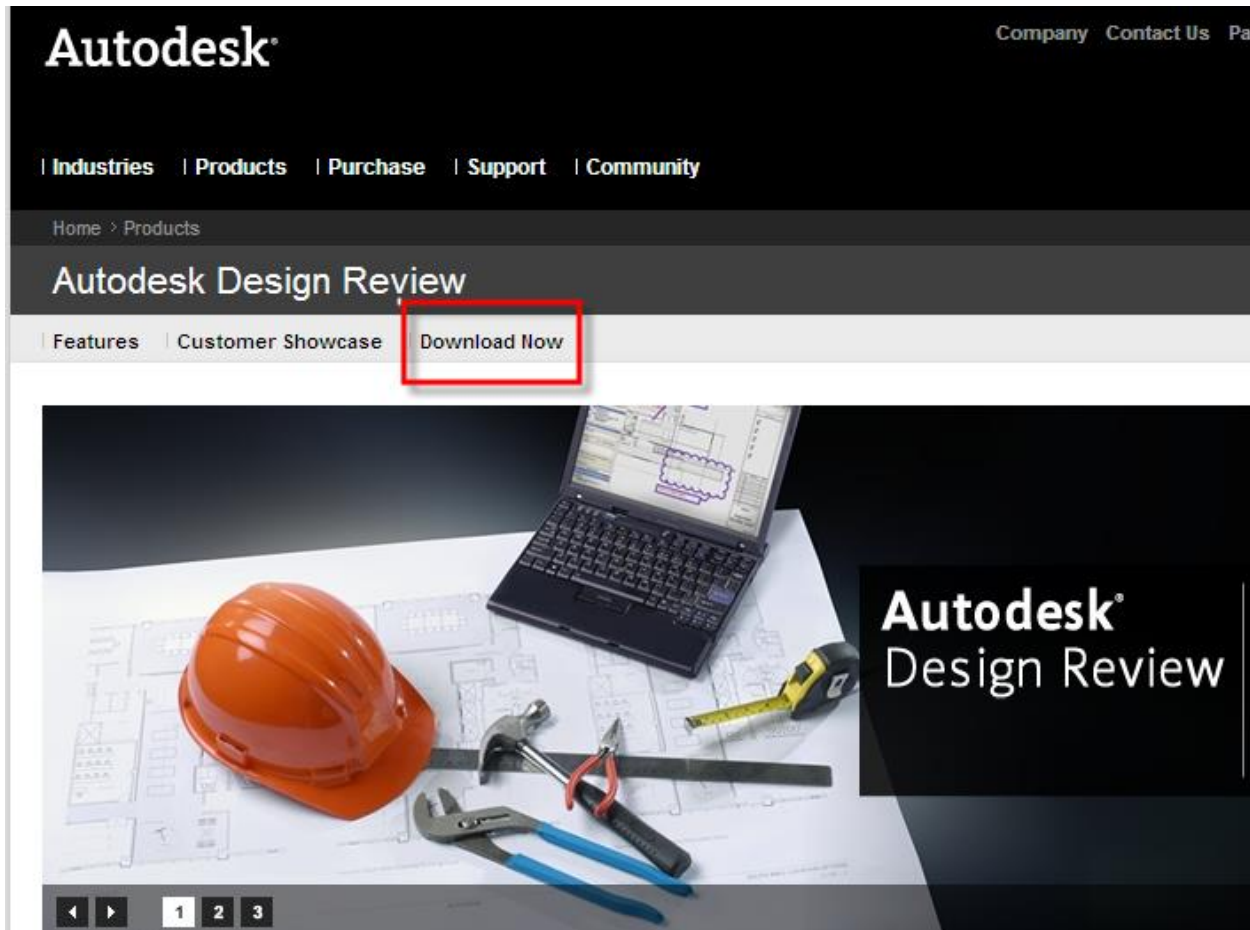
We have added the ability to search for drawings by Product or Lot and then by phase of construction to allow you to view the exact prints you are looking for.

**Requirements before Using Drawing Delivery:**

These drawings **can only be accessed** by using a .dwf/.dwg file viewing software. If you do not have one installed on your computer, we recommend you download **Autodesk** (free to download) using the following link:

<http://usa.autodesk.com/design-review/>.

One you arrive at the Autodesk site, click the “Download Now” link, as shown below:



Autodesk has features that allow you to make measurements and notations directly on the drawings that you can save, print and bring to the jobsite.

To access the drawing files, click *View Drawing Delivery* from the Home Page:





**Drawing  
Search by  
Product**

After clicking View Drawing Delivery from the Home Page, you will see the following screen:

Home Profile Administration Help Log Out

### Architectural Drawing Delivery

Search by Product Search by Lot

Product:

Select Drawing Filter: All [Advanced >>](#)

Retrieve Drawings

<input checked="" type="checkbox"/> Drawing	Page Number	Drawing Description
---	-------------	---------------------

By default, your view is to perform a drawing Search by Product. To perform this search, follow the steps below:

1. Begin typing the product name in the **Product** field. Once you start typing the first letter or two, you will be provided a list of choices, as shown below:

**Architectural Drawing Delivery**

Search by Product   Search by Lot

Product: a

Select Drawing Filter: [All]

Retrieve Drawings

- Drawing

ABERNATHY-18 (05300-18)  
 ABINGSHIRE-00 (09600-00)  
 ALDERSGATE-06 (ALE\*-06)  
 AMBERCREST-02 (AMB00-02)  
 ARMISTEAD-18 (08700-18)  
 ARMSTRONG-05 (ARM00-05)  
 ASHFORD-03 (ASF00-03)  
 ASTOR HALL-18 (27600-18)  
 ASTORIA-08 (AST\*-08)  
 AURORA-06 (AUR\*-06)  
 AVALON-09 (AVL00-09)  
 AVALON-12 (AVA00-12)  
 AVERY-04 (AVE00-04)

Begin typing the letter "a", and all products that begin with this letter appear

2. Select a Product from the list that appears.
3. After selecting a Product, you can filter your drawing set by choosing from the **Select Drawing Filter** drop-down. Your choices for that product are then shown below:

Home   Profile   Administration   Help   Log Out

**Architectural Drawing Delivery**

Search by Product   Search by Lot

Product: AVALON-12 (AVA00-12)

Select Drawing Filter: [All]   [Advanced >>](#)

Retrieve Drawings

- Drawing

Brick  
 Countertops  
 Electrical  
 Flooring/Ceramic Walls  
 HVAC  
 Insulation  
 Landscaping  
 None  
 Plumbing/Sprinklers  
 Sales Set

Description

4. Select a Drawing Filter value, or just leave it set to All to give you all drawings for the selected Product.

- By clicking **Advanced>>** , you can further filter your drawing selections by checking the individual sections you wish to see. By default, when choosing “All” as your Drawing Filter, all sub-sections are selected. After choosing a different value in Drawing Filter, such as HVAC, only a portion of the boxes below will be selected. You can then select or deselect other options as desired to get your viewing list filtered.

**Note:** **Show Obsolete** is available to show drawings that are no longer in use that have been replaced by newer drawing files. If you have an older version of our prints, or can find a drawing file you are looking for, this option may provide it to you, so you can see that file (or page) has been replaced.

### Architectural Drawing Delivery

Search by Product
Search by Lot

Product:

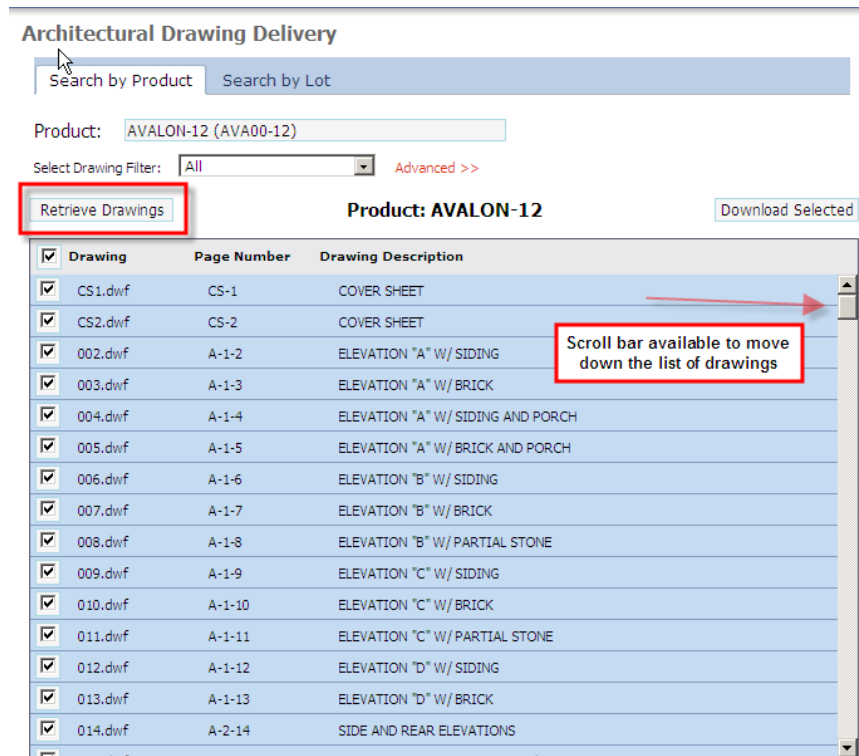
Select Drawing Filter: All Advanced >>

Advanced Filters

<input checked="" type="checkbox"/> Basement	<input checked="" type="checkbox"/> BracedWall	<input checked="" type="checkbox"/> FirstFloor	<input checked="" type="checkbox"/> HVAC	<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Roof	<input checked="" type="checkbox"/> StdDetail
<input checked="" type="checkbox"/> Bath	<input checked="" type="checkbox"/> Electrical	<input checked="" type="checkbox"/> FloorPlan	<input checked="" type="checkbox"/> Joist	<input checked="" type="checkbox"/> Plumbing	<input checked="" type="checkbox"/> SaleSet	<input checked="" type="checkbox"/> Trim
<input checked="" type="checkbox"/> Section	<input checked="" type="checkbox"/> Elevation	<input checked="" type="checkbox"/> Foundation	<input checked="" type="checkbox"/> Kitchen	<input checked="" type="checkbox"/> Rider	<input checked="" type="checkbox"/> Stair	<input checked="" type="checkbox"/> Truss

Apply   Hide
 Show Obsolete

6. After selecting your Product and Filter options, you can then click **Retrieve Drawings** to get your drawing files. Essentially, each “page” of our current paper drawing sets corresponds to an electronic drawing file. Your retrieved drawing list will look like the below:



The screenshot shows the 'Architectural Drawing Delivery' interface. At the top, there are search options: 'Search by Product' and 'Search by Lot'. Below this, the 'Product' is set to 'AVALON-12 (AVA00-12)'. A 'Select Drawing Filter' dropdown is set to 'All', with a link for 'Advanced >>'. A red box highlights the 'Retrieve Drawings' button. To the right, it says 'Product: AVALON-12' and 'Download Selected'. The main area is a table with the following columns: 'Drawing', 'Page Number', and 'Drawing Description'. Each row has a checkbox in the first column. A red box highlights the scroll bar on the right side of the table, with a red arrow pointing to it and the text 'Scroll bar available to move down the list of drawings'.

<input checked="" type="checkbox"/>	Drawing	Page Number	Drawing Description
<input checked="" type="checkbox"/>	CS1.dwf	CS-1	COVER SHEET
<input checked="" type="checkbox"/>	CS2.dwf	CS-2	COVER SHEET
<input checked="" type="checkbox"/>	002.dwf	A-1-2	ELEVATION "A" W/ SIDING
<input checked="" type="checkbox"/>	003.dwf	A-1-3	ELEVATION "A" W/ BRICK
<input checked="" type="checkbox"/>	004.dwf	A-1-4	ELEVATION "A" W/ SIDING AND PORCH
<input checked="" type="checkbox"/>	005.dwf	A-1-5	ELEVATION "A" W/ BRICK AND PORCH
<input checked="" type="checkbox"/>	006.dwf	A-1-6	ELEVATION "B" W/ SIDING
<input checked="" type="checkbox"/>	007.dwf	A-1-7	ELEVATION "B" W/ BRICK
<input checked="" type="checkbox"/>	008.dwf	A-1-8	ELEVATION "B" W/ PARTIAL STONE
<input checked="" type="checkbox"/>	009.dwf	A-1-9	ELEVATION "C" W/ SIDING
<input checked="" type="checkbox"/>	010.dwf	A-1-10	ELEVATION "C" W/ BRICK
<input checked="" type="checkbox"/>	011.dwf	A-1-11	ELEVATION "C" W/ PARTIAL STONE
<input checked="" type="checkbox"/>	012.dwf	A-1-12	ELEVATION "D" W/ SIDING
<input checked="" type="checkbox"/>	013.dwf	A-1-13	ELEVATION "D" W/ BRICK
<input checked="" type="checkbox"/>	014.dwf	A-2-14	SIDE AND REAR ELEVATIONS

You will see the following 4 columns on the drawing list that appears:

- Column 1:  - Selector tool to choose the specific drawings you want to see
- Column 2 : **Drawing** – The individual drawing file name
- Column 3: **Page Number** – The Page Number referenced on the paper drawing files
- Column 4: **Drawing Description** – A description of the drawing file

7. By default, all drawings are selected, as indicated by the checkbox beside each drawing file.
  - To Deselect all drawing files – click the checkbox on the table header, as shown below:

**Architectural Drawing Delivery**

Search by Product    Search by Lot

Product:

Select Drawing Filter:  [Advanced >>](#)

     **Product: AVALON-12**     

<input type="checkbox"/> Drawing	Page Number	Drawing Description
<input type="checkbox"/> CS1.dwf	CS-1	COVER SHEET
<input type="checkbox"/> CS2.dwf	CS-2	COVER SHEET
<input type="checkbox"/> 002.dwf	A-1-2	ELEVATION "A" W/ SIDING
<input type="checkbox"/> 003.dwf	A-1-3	ELEVATION "A" W/ BRICK
<input type="checkbox"/> 004.dwf	A-1-4	ELEVATION "A" W/ SIDING AND PORCH
<input type="checkbox"/> 005.dwf	A-1-5	ELEVATION "A" W/ BRICK AND PORCH
<input type="checkbox"/> 006.dwf	A-1-6	ELEVATION "B" W/ SIDING
<input type="checkbox"/> 007.dwf	A-1-7	ELEVATION "B" W/ BRICK
<input type="checkbox"/> 008.dwf	A-1-8	ELEVATION "B" W/ PARTIAL STONE
<input type="checkbox"/> 009.dwf	A-1-9	ELEVATION "C" W/ SIDING
<input type="checkbox"/> 010.dwf	A-1-10	ELEVATION "C" W/ BRICK
<input type="checkbox"/> 011.dwf	A-1-11	ELEVATION "C" W/ PARTIAL STONE
<input type="checkbox"/> 012.dwf	A-1-12	ELEVATION "D" W/ SIDING
<input type="checkbox"/> 013.dwf	A-1-13	ELEVATION "D" W/ BRICK
<input type="checkbox"/> 014.dwf	A-2-14	SIDE AND REAR ELEVATIONS

Clicking this box unchecks each drawing file, so you can then select the specific drawings you want to view

- After selecting the drawings you wish to view (either by leaving all items checked, or manually selecting the ones you want), click the **Download Selected** button to retrieve your files.

**Architectural Drawing Delivery**

Search by Product    Search by Lot

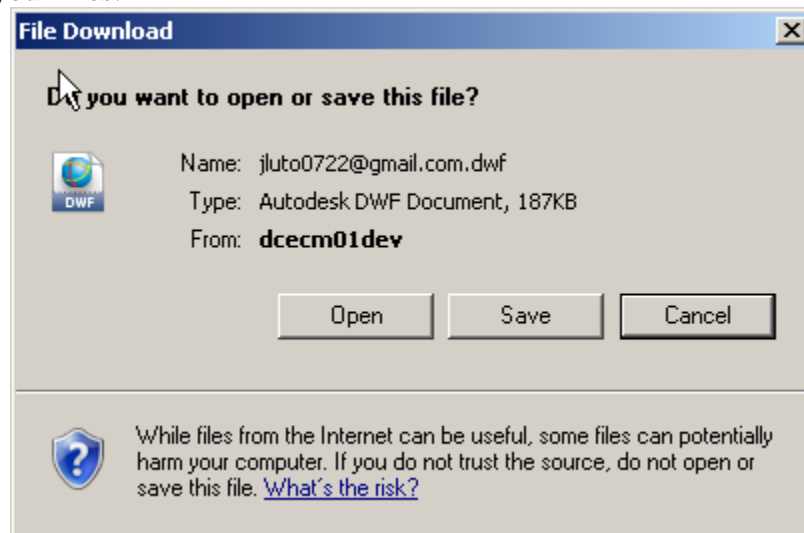
Product:

Select Drawing Filter:  [Advanced >>](#)

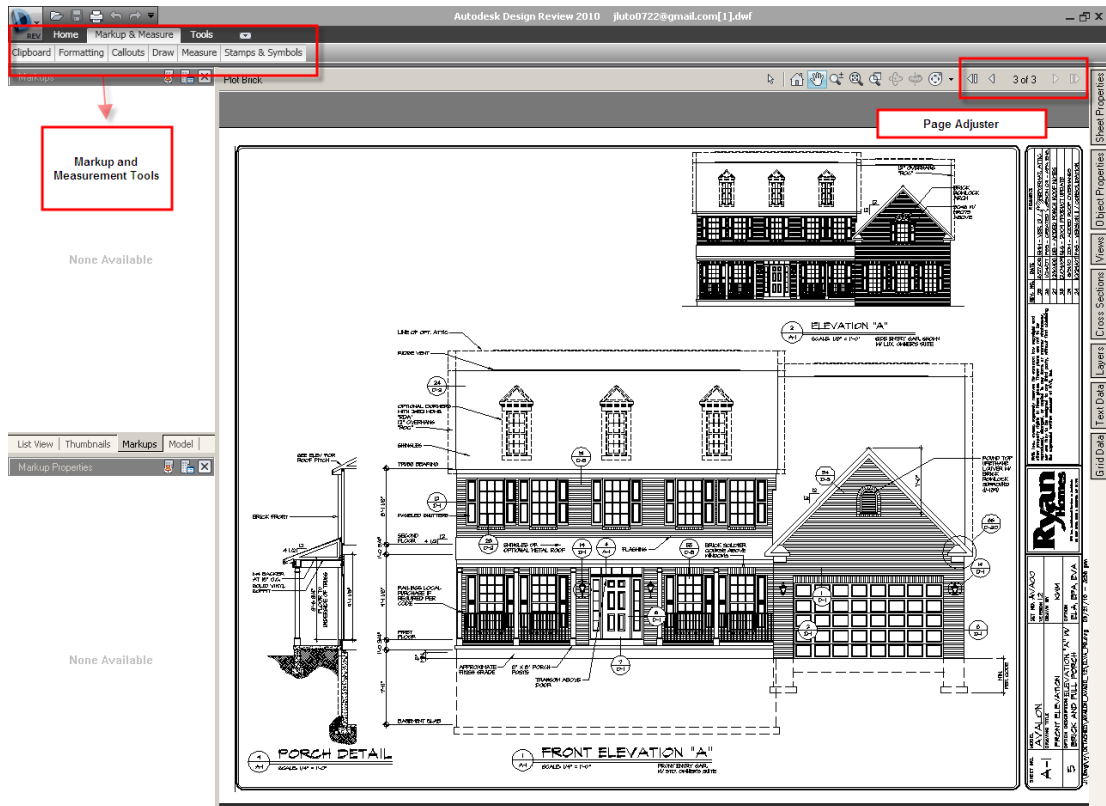
     **Product: AVALON-12**     

<input type="checkbox"/>	Drawing	Page Number	Drawing Description
<input type="checkbox"/>	CS1.dwf	CS-1	COVER SHEET
<input checked="" type="checkbox"/>	CS2.dwf	CS-2	COVER SHEET
<input type="checkbox"/>	002.dwf	A-1-2	ELEVATION "A" W/ SIDING
<input checked="" type="checkbox"/>	003.dwf	A-1-3	ELEVATION "A" W/ BRICK
<input type="checkbox"/>	004.dwf	A-1-4	ELEVATION "A" W/ SIDING AND PORCH
<input checked="" type="checkbox"/>	005.dwf	A-1-5	ELEVATION "A" W/ BRICK AND PORCH
<input type="checkbox"/>	006.dwf	A-1-6	ELEVATION "B" W/ SIDING
<input type="checkbox"/>	007.dwf	A-1-7	ELEVATION "B" W/ BRICK
<input type="checkbox"/>	008.dwf	A-1-8	ELEVATION "B" W/ PARTIAL STONE
<input type="checkbox"/>	009.dwf	A-1-9	ELEVATION "C" W/ SIDING

- After clicking **Download Selected**, you will receive the following prompt to view your files:



- Click **Open** to then launch Autodesk to view your files. When your images are returned, you will see the following:



**Note:** Depending upon how many image files you have selected to see, it may take a few moments for Autodesk to load and present your images.

**Drawing  
Search by Lot**

In addition to searching for drawings by Product, you can also search by individual lot number to see the drawings based on the Product purchased for the lot.

This search method will be useful if planning for construction on a specific lot and you are not aware of which product was selected, or need a reminder. Of course, the SAR provides this information as well.

**Please Note – Prior to using the Lot Drawings tool, confirm the options on the lot by using the SAR.** As discussed below, a link to the SAR will be available after retrieving the lot drawings.

1. To search for drawings by Lot, choose the **Search by Lot** tab from the Drawing Delivery page.

Home Profile Administration Help Log Out

### Architectural Drawing Delivery

Search by Product Search by Lot

Division: Community: Lot/Unit:

Select Drawing Filter: All Advanced >>

Retrieve Drawings

<input checked="" type="checkbox"/> Drawing	Page Number	Drawing Description
---	-------------	---------------------

2. You will see that now you must select a **Division, Community** and **Lot/Unit** to see drawings for that combination.
3. After selecting the Division, Community and Lot/Unit, you can optionally select a **Drawing Filter**, just as done previously when searching by Product.
4. Click **Retrieve Drawings** to bring up the drawings per your selections in number 2 and 3 above. You will then see the screen below:



### Architectural Drawing Delivery

Division: 
 Community: 
 Lot/Unit:

Select Drawing Filter:  [Advanced >>](#)

**Product: SIENNA-04-04**

<input checked="" type="checkbox"/>	Drawing	Page Number	Drawing Description
<input checked="" type="checkbox"/>	CS1.dwf	CS-1	COVER SHEET
<input checked="" type="checkbox"/>	006.dwf	A-1-6	FRONT ELEVATION - ELEVATION "C"
<input checked="" type="checkbox"/>	010.1.dwf	A-2-10.1	FOUNDATION, PLUMBING, ELECTRICAL
<input checked="" type="checkbox"/>	010.2.dwf	A-2A-10.2	FOUNDATION GRADE BEAM DETAILS
<input checked="" type="checkbox"/>	010.3.dwf	A-2B-10.3	FOUNDATION HOLD DOWNS
<input checked="" type="checkbox"/>	011.dwf	A-3-11	FINISHED BASEMENT PLAN
<input checked="" type="checkbox"/>	012.dwf	A-4-12	FIRST FLOOR PLAN & ELECTRICAL
<input checked="" type="checkbox"/>	015.dwf	A-5-15	SECOND FLOOR PLAN & ELECTRICAL
<input checked="" type="checkbox"/>	017.1.dwf	A-6-17.1	BUILDING SECTIONS
<input checked="" type="checkbox"/>	018.dwf	A-7-18	STAIR SECTION

The Product is listed above the drawing grid, and all drawings by default are selected. As discussed previously, you can deselect drawing files as needed and then click **Download Selected** to view your drawings.

You can also click View SAR to see the SAR reports for this Division, Community and Lot.

5. After clicking Download Selected, the system will launch Autodesk to view your drawings and markup/measure the drawings as needed.