**Builder Website Instructions**

**Atlantic Builders:**

 [www.atlanticbuilders.com](http://www.atlanticbuilders.com)

Click on top right: Our Partners and choose Trade/Builder Portal

Username: jbruner@atlas-plumbing.com

Password: hUNTER17

To View Selections/PO’s, etc go to Top Left Drop Down that says Builder Portal and choose the item needed.

Filter what job/lot # on the right top Filter tab to pull up the documents needed.

**Basheer & Edgemoore, Focal Point Homes, Madison Homes, Edgemoore Homes:** [www.buildtopia.com](http://www.buildtopia.com)

Click on: BUILDTOPIA CUSTOMERS: Click here to log in.

 Email Address: amartinez@atlas-plumbing.com

 Password: PLUMBING

Click on Blue Log in button

For selections: Click on Lots on top list, go to drop down list for the specific builder needed. Go to the Select a Project Tab and choose which one you need. The current lots will show up. Hold your cursor over the printer for the lot you need and then move it over the Lot Detail Category that shows up and click to open and print.

For Purchase orders: click on Purchase Orders on top list, select the builder you need in the drop down. You can search by entering info in any of the tabs. If you know the Project, choose it from the drop down. You can search via the lot # or even the address. Once you bring up the lot needed the purchase orders should show up. To view and print hover over the printer and chose PO($) This will open up the p.o. and you can print.

**Beazer, Ryland, Lennar, Dan Ryan, Dream Finders:**  [www.hyphensolutions.com](http://www.hyphensolutions.com)

Then log into SupplyPro: Username: AMPAM / AMPAM2 / 1atlas / Atlas2

 Password: AMPAM / AMPAM2 / 1atlas / Atlas2

\*\*If it says another session is active, verify that no one else is using their website first. If someone is you can use the alternate Username: AMPAM2 and password: AMPAM2 to try and access the system. If no one else is using the website and you still get the message you can enter the username & password again and click the Force Sign in box.

There are 5 tabs along the top, Click the Reports Tab.

Withing “Forecast Reports”, click #4 Job Schedule

Use the drop down for Account: Select the 2nd “Beazer Homes-27 Virginia Division”

Then chose the subdivision you are looking for by using the drop down and clicking on it

To sort the lots in numberical order, click the heading “Lot/Block”

When you see the lot you want to view, Click the blue link located under the heading “Job” for that lot.

**To view the Selections, Permit and Site plan**- click the blue link again next to Job, located at the top **(cont’d below--**OR—

**To view the Purchase Orders-** click the drop down next to VIEW and select Only Company Tasks **(cont’d below)**

**To view the Selections, Permit and Site plan: After clicking the blue link next to JOB**: Click the blue link that says View Documents. This will bring up the Options Approved Report(selections), the Permit, and the Site Plan (chich is the one labeled with the job name, lot # and date).

**To view the Purchase Orders: After selecting Only Company Tasks from the drop down**: Click the blue links to view the p.o. specific to each phase and any p.o.’s for non-contract work.

\*\*If the lot doesn’t show up on their website you can look another way also:

Under the Home Tab, in Section “Builder Documentation: click VIEW BUILDER DOCUMENTS

Then click the arrows next to Beazer, click the arrows next to Mid Atlantic Region, click the arrows next to 27 Virginia Division, click the arrows next to the subdivision, click the arrows next to Phase 0, then you can click on the lot you are looking for (chick is the last few numbers of the 11 digit job code) – this should give you the Options, Permit & Site Plan info.

**Brookfield Homes:** <https://subweb.brookfieldwashington.com/default.asp>

 Username: AT525

 Password: pipes

Click on the left side House Information Sheets, Then Click on the Subdivision. Scroll down and click on wither the lot number or the address. This pulls up the only information we need regarding the lot.

The top section are they current selections and the bottom is the history of their changes. Use the newest contract “Schedule A” to compare what affects us. If you aren’t sure what an option does, you can pull up the Specs in Envizeon. On the left side click on Contract Documents, Brookfield Homes, Specs and pull up the current file.

**Craftmark Homes:**

Website: [www.craftmarkgroupfileaccess.com](http://www.craftmarkgroupfileaccess.com)

Login:    tlear@atlas-plumbing.com

Password:  ATLAPL  (must be capitalized)

**Crescent Place Assoc, Leesburg Building Partners, Knutson, Legacy Park Associates**:

<http://kcv.ihmsweb.com/cgi-bin/ihmsweb.exe>

 Username: tlear

 Password: hotandcold

Under Job Documents use W/O P.O status/History to view p.o for each development. Be sure to change the drop down to filter “All Items” rather than the “last 30 days” that’s prepopulated.

Under Job Documents use Job Starts to view selection sheets.

**DR Horton:** <http://ve.drhorton.com>

 Username: 440453029 NEW website 2021 see below

 Password: pipes

On the left hand side:. 360 view pulls up all info per specific lot or:

Click “View Selected Options” to see Selection sheets

Click “View Uploaded Documents” to get permit and site plan (don’t choose a lot number)

Click “View Purchase Orders or View Extras” to get contract and non contract p.o.’s

View Selected Options: Use drop downs to select Subdivision of Lot, click Refresh Data and this will bring up the selections to print

View Uploaded Documents: Only select the subdivision – and then click Refresh Data (otherwise it won’t bring anything up). Then click View next the lot for both the Site Plan and Permit to print them.

View Purchase Orders/View Extras: Select Subdivision and lot and click Refresh Data. Print each purchase order listed by clicking all boxes.

<https://vendorsuite.drhorton.com/#dashboard>

Username: bturner@atlas-plumbing.com

Password:  Golfballs1!  (Nicki – Pipes1!!)

**Drees:** [vcs.dreesteam.com](http://www.dreesteam.com)

 Username: ampa7688

 Password: atlas

For Selections:

Click on job listing tab in Yellow, go to Division and select Washington on the drop down and click list jobs. Find the job & lot: (AOL is Aquia Overlook, CFS is Colonial Forge Singles, CFT is Colonial Forge Towns, ERP is Estates @ Rocky Pen, EMS is Embrey Mill Singles, EMT is Embrey Mill Towns, HAA is Hills of Aquia, WLF is Willowsford, WCST is Wulfcrest), click on the D on the left hand side to open up the documents, click on the “paper” to open your documents to print, ex: Selected Options, CDRS, Interior Selections, Appliances, Site Plan, Permit. Click on the P for the house specific plans to print.

For Purchase Orders:

Click on Purchase Orders Tab in Yellow, Choose Drop Down Division – Washington

Enter Job # Example if you needed Hills of Aquia lot 107: code would be HAA-0107-00 (first three are the community code, next 4 would be the lot and last 2 would be the section if there is one)

Click on list p.o.’s tab at the bottom and it should bring up all of the p.o.’s issued for that job currently.

To request a p.o. online:

Click on tab “request FPO”

Division drop down: Washington

Job # (enter code for the specific job/lot you need)

Click on the job # to the left, select the specific activity that pertains to your request

Click on the tab “new” & enter the quantity, description & cost. Taxable is always NO then click on the save tab. In the specific reason for variance you will have to enter information on the request: Example when requesting missing items from a p.o. “Option not on original p.o.” is sufficient. For ticket work, put the description on the ticket in this field.

When submitted, go back to the home page and click on the request FPO tab. Enter your job # and you will see a quantity listed under “Requests” click on that # and it will bring up and requests submitted. You can see the status of the requests and click on that specific FPO to pull it up to print for your records.

**Hylton/Dale:** Hylton sends all start paperwork, changes and PO’s through email. Every time I receive anything I update the lot and budget. If you need to verify that all info is up to date, send an email to Michele with the options and she’ll confirm- mseitz@thehyltongroup.com

**Integrity: New Website as of January 2016**

 <https://sharesync.serverdata.net/us3/s/login?public_share=88MUys4fogM9geNjeqJuTj>

 Password: WEB@integ1 then click Go To Files

Click SELECTIONS and then Click the Subdivision. Click the lot number you need. This is everything Integrity has for that specific lot. Sometimes they have the permit and the site/grading plan available also. You’ll mostly need the Selections.pdf to see what options they chose. Click download to the right of the file you wish to print.

**Compare the selection sheet to the contract in Envizeon and write the price next to the option chosen. After the lot is set up, you’ll create the Budget based on the option amounts.**

**The Po’s will be emailed before the groundwork and if there hasn’t been any changes they should match what is in the budget. If they don’t match, check the lot and make necessary changes until the selections, Envizeon and the budget all coincide.**.

**KB Homes:** <http://kbtradepartners.com>

 Vendor ID: 1365765

 Password: Toilet10

See attached instructions from KB homes

**NV and Ryan Homes: 2 different websites – one for schedules & selections, another for p.o.’s**

**Selections:** <http://schedulepro.nvrinc.com/apps/nvr/#authentication,authentication>

 User Name: dbonds@atlas-plumbing.com

Password: k8isgreat

Click on the box in the top left corner in between the people and mail box icons.

Click on the last option for “Selection Acknowledgement”

Choose the Division, Community, and Lot #, then choose Download towards the bottom left.

**Purchase orders**: <https://vendor.nvrinc.com/login>

 User Name: jdavis@atlas-plumbing.com

 Password: hunter17

For Purchase Orders: Go to far right and click “ View All Purchase Orders”

Choose the division you need from the drop down(top left)

Choose the Community you need from the drop down (top right)

Click on the + next to the lot number you need the p.o. for, then check the box for that specific p.o. at the top or bottom right of the list of lots click on the “ View Selected Po’s” This will bring open the purchase order for you to print.

**Pulte**: [BWP.pulte.com](http://www.buildwithpulte.com) (selections and schedules)

 User Name: tlear@atlas-plumbing.com

 Password: Atlasplbg1

For Selections:

Click on tab: Jobs

Click on: Community Filter

Click on: Select None

Click on: Job you need

Click on: Search

Click on: Lot # you want

For Schedules:

Click on: Construction Schedules

Click on: Community Filter

Click on: Select None

Click on: Job you need

Enter Date Filter & Click Search

Website PO password: atlas123!

**Stanley Martin:** <https://Stanleymartin.operations.dynamics.com/?cmp=001>

 Login: Atlas00911@outlook.com

 Password: Atlas123!

Search Job Name under Work Orders by Date

Click below on Lot/Element to pull up all information on a specific lot

Click on View Confirmations for PO’s

Click on Lot Specifics then Option Details for Selections, export to Excel

Click on any upgrades for details

Click on Documents for Permit, Site Plans, and other documents

**Toll Brothers**: [www.hyphensolutions.com](http://www.hyphensolutions.com)

 Click on tab on top right for Supply Pro

 Username: 1atlas 2nd Username: atlas2

 Password: 1atlas 2nd Password: atlas 2

To get selection sheets/one pages/colors & diagrams:

Click on View Builder Documents on Home screen (left hand side under Builder Documentation)

Click on Drop down arrow Toll Brothers Inc. Org

Click on Drop down arrow Toll Brothers

Click on Drop down arrow for the specific Division for the job you are looking for:

Virginia –VAS: Avonlea Reserve

 Dominion Valley Carolinas

 Dominion Valley Estates

 Lenah Mill Villages

Lenah Mill Carolinas

 Lenah Mill Executives

 Lenah Mill Estates

 Regency @ Chancellorsville

 Regency @ Creekside

Virginia-VAN: All Loudoun Valley & Moorefield Green jobs

 Eisenhower Square

 RGCY @ Ashburn

 Retreat @ McLean

 Brambleton

When you locate the specific job site you need Click on the Drop down arrow and it will list the lots in numeric order. Click on the Drop down arrow for the lot you need and you can look for the documents in all of the tabs listed under it.

To look for purchase orders:

Click on the Orders tab on the top left

Click on Order Search

Fill in the specific lot in the Lot # field

Find the job for that lot in the Subdivision tab and then hit search. This will bring up all of the orders for that lot.

**Tricord Homes:**

 <http://ihms.tricordhomes.com/cgi-bin/ihmsweb.exe>

Username: 001347

Password: ABC123

**Van Metre:** NEW WEBSITE AS OF 1/1/16- Use Google Chrome if possible, see below:

<https://vanmetre.builderportal.net>

User Name: dbonds@atlas-plumbing.com

Password: Atlas123

Click on the top Left “Builder Portal” to navigate.

Click on “Job Information”

If it says “Select a Job to continue” then go to the right hand side to select the job and lot number **Area and Job are required**

**Documents we use are the Approved Grading Plan, Building Permit, General Options IA, General Options IB, PPO Schedule and Plumbing Schedule.**

If there isn't a Plumbing Schedule posted for faucets, do not send the final!! Anytime the “bibles” are removed, it means there are changes being made.

Van Metre emails a separate PO for the faucets.

Use this website for schedules also

Old Van Metre Website Information: Builder will occasionally use the old site to post information.

 <https://sales.vanmetreco.com>

 Username: vanmetre/contractor

 Password: VMHcontract2007

Then on second log in screen:

 Username: pluma

 Password: C00051 (Zeros, not o)