



FTTP New sites Developer Portal

User guide

openreach
Connecting you to your network

Welcome

Welcome to your Development Portal

Login

Your gateway to managing your developments with Openreach. Helping developers, house-builders and architects to build an Openreach network on new residential or commercial developments.

Create an
account/
subsidiary
company

This Guide has been created to show you how to use the Developer Portal.

View
my site

<https://www.developers.openreach.co.uk/developerportal/index>

EDC

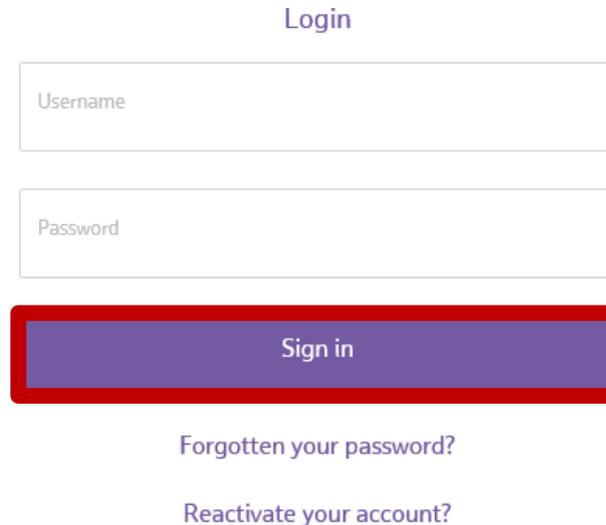


External Login to Developer Portal

- 1) Visit <https://www.developers.openreach.co.uk/developerportal/index>
- 2) Click the 'Login' button at the top of the page.



- 3) Enter your details into the popup window and click 'Sign-in'.

A screenshot of a 'Login' popup window. The title 'Login' is centered at the top. Below it are two input fields: 'Username' and 'Password'. At the bottom of the popup is a purple 'Sign in' button, which is highlighted with a red rectangular box. Below the popup, there are two links: 'Forgotten your password?' and 'Reactivate your account?'.

- 4) You should now see your company dashboard page.

Welcome

Login

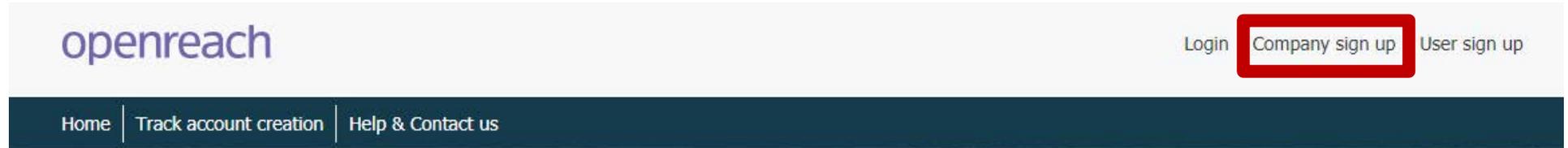
Create an
account/
subsidiary
company

View
my site

EDC

Create an Account

- 1) Visit <https://www.developers.openreach.co.uk/developerportal/index>
- 2) Right click the 'Company sign up' button at the top of the page.



- 3a) In the Pop up window select 'No' to the question 'Are you creating a subsidiary company?'.

Are you creating a subsidiary company? ⓘ

- 3b) If you are a consultant company working on behalf of developers, click 'Yes' to 'Is this a consultant company?'.

Is this a consultant company?

A company working on behalf of multiple developers.

Yes No

Postcode (e.g. IP5 3RE)

- 5) Complete the company details by completing all the fields displayed, then click 'Next'.

Close

Next

5) Continue filling out the fields with the companies details, by putting in the post code the address should auto populate so remember to select the correct address.

6) Click 'Next'.

7) Add the Administrators information and click 'Submit'.

8) If successful, you will be presented with the following success message.



Thank you for your interest in registering as a new developer with Developer Portal.

An acknowledgement email with the temporary password will shortly be sent to your registered email address so that you can login.

First name

Last name

Email address

Contact number (optional)
07483293967

Company website (optional)

Company legal entity (optional)

Landline number

Mobile number (optional)

Postcode (e.g. IP5 3RE)
WN1 1NF

Address
Telephone Exchange, 6, Dorning Street, Wigan, WN1 1NF

< Back

Close

Submit

Close

Next

9) A confirmation email will be sent to the subsidiary company account manager along with a temporary login password. This must be activated within seven days or the request will be cancelled.

Developer Portal account access request approved

Dear Ryan

We're pleased to inform you that your Developer Portal account has been approved. You can now access it using your username and the password given below by [clicking here](#). Please use the email address you registered with for your username.

Password: rbi320bn

Note - this is only a temporary password and will expire in 7 days.

You'll be asked to change this password when you next log in.

Please keep your password safe and do not disclose it to anyone.

Please do not reply.

Thank you,
Openreach

Don't forget to visit <https://www.developers.openreach.co.uk>

This electronic message contains Openreach information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this electronic message in error, please notify us by email to the address above immediately.

Openreach Limited
Registered Office: Kelvin House, 123 Judd Street, London WC1H 9NP
Registered in England and Wales no. 10690039

10) Click the link on the email to return to the Developer Portal and select the 'Login' function and complete login requirements using the temporary password that was received by email.



Login

Company sign up

User sign up

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

11) A security window will be presented, prompting password reset. Once the new password is entered and verified, click 'Complete setup'.

The screenshot shows the 'openreach' logo at the top left. Below it is a green banner with the text 'Complete your profile setup'. Underneath is a section titled 'For first time users' with a paragraph: 'We are here to help developers, house-builders and architects build an Openreach network on your residential or commercial development. Early registration of your sites is the key to making sure the people moving into your development get the services they deserve when they move in.' Below this are six input fields: 'First name', 'Last name', 'Email address', 'Temporary password' (with 8 dots), 'New password' (with 8 dots and a blue 'i' icon), and 'Confirm password' (with 8 dots). A purple button labeled 'Complete setup' is highlighted with a red border. At the bottom, there is a footer with copyright information and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

12) A Confirmation window will be displayed and a confirmation email will also be sent to the company administrator confirming that the password has been updated.

Create a subsidiary company

- 1) Visit <https://www.developers.openreach.co.uk/developerportal/index>
- 2) Right click on 'Company sign up' as seen below.

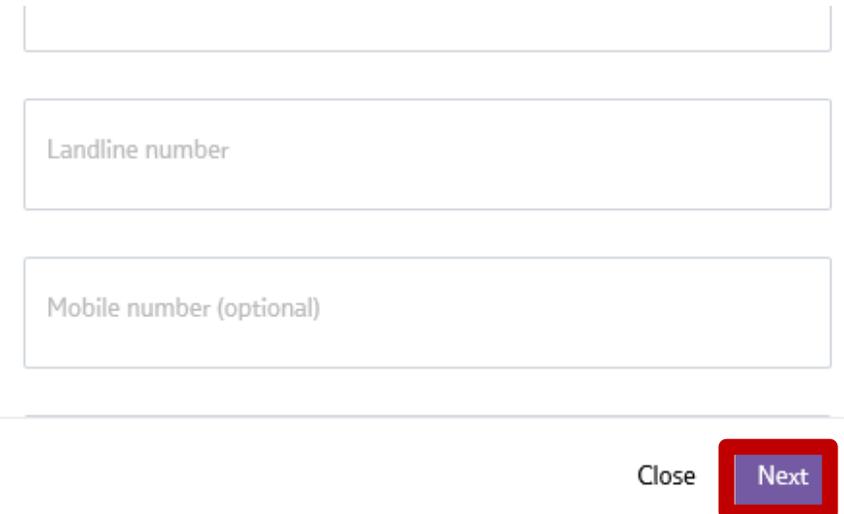


- 3) In the Pop up window select 'Yes' to the question 'Are you creating a subsidiary company?'.

Are you creating a subsidiary company? ⓘ

Yes No

- 4) Complete the company details by completing all the fields displayed, then click 'Next'.

The image shows a form for entering company details. It consists of three input fields: a top empty field, a field labeled 'Landline number', and a field labeled 'Mobile number (optional)'. At the bottom right of the form are two buttons: 'Close' and 'Next' (highlighted with a red box).

5) Continue filling out the fields with the companies details, by putting in the post code the address should auto populate so remember to select the correct address.

6) Click 'Next'.

7) Add the Administrators information and click 'Submit'.

8) If successful, you will be presented with the following success message.



Thank you for your interest in registering as a new developer with Developer Portal.

An acknowledgement email with the temporary password will shortly be sent to your registered email address so that you can login.

First name

Last name

Email address

Contact number (optional)
07483293967

Company website (optional)

Company legal entity (optional)

Landline number

Mobile number (optional)

Postcode (e.g. IP5 3RE)
WN1 1NF

Address
Telephone Exchange, 6, Dorning Street, Wigan, WN1 1NF

< Back

Close

Submit

Close

Next

Welcome

Login

Create an
account/
subsidiary
company

View
my site

EDC

9) An email is generated for the administrator to verify their email address by clicking on the link in the body of the email.

Developer Portal account access request approved

Dear Ryan

We're pleased to inform you that your Developer Portal account has been approved. You can now access it using your username and the password given below by [clicking here](#). Please use the email address you registered with for your username.

Password: rbi320bn

Note - this is only a temporary password and will expire in 7 days.

You'll be asked to change this password when you next log in.

Please keep your password safe and do not disclose it to anyone.

Please do not reply.

Thank you,
Openreach

Don't forget to visit <https://www.developers.openreach.co.uk>

This electronic message contains Openreach information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this electronic message in error, please notify us by email to the address above immediately.

Openreach Limited
Registered Office: Kelvin House, 123 Judd Street, London WC1H 9NP
Registered in England and Wales no. 10690039

Welcome

Login

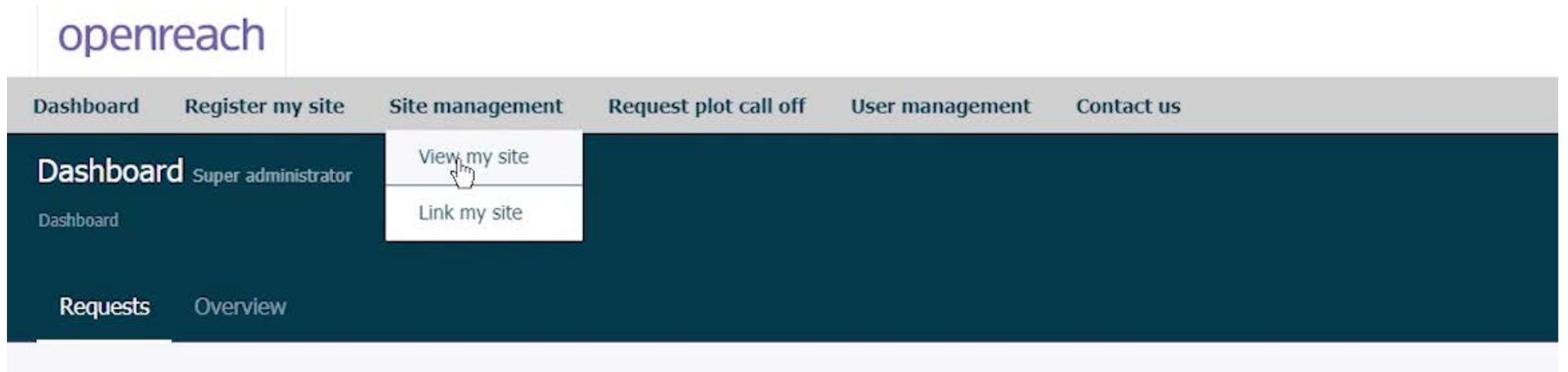
Create an account/
subsidiary company

View my site

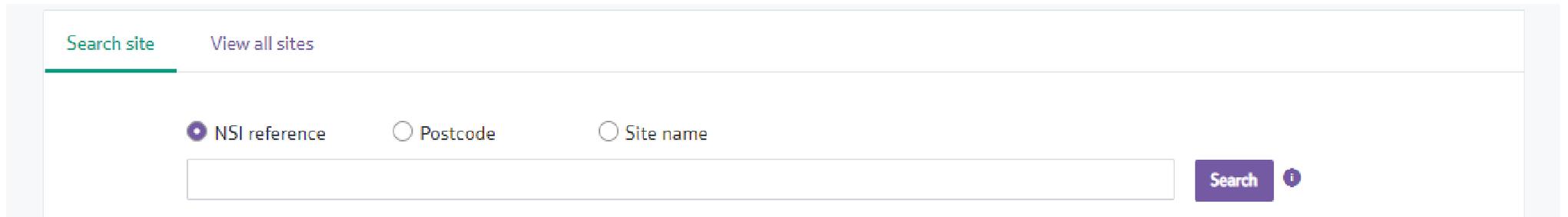
EDC

View my site

1) Once logged in hover over 'Site management' and click 'View my site'



2) You can then 'Search Site' by NSI Reference, Postcode or Site name. You can also view all your sites by clicking 'View all sites'. This will bring up a drop down menu of all your sites.



Welcome

Login

Create an account/
subsidiary company

View my site

EDC

3) When using 'View all sites' you should select the site from the list presented. This will also bring up the company hierarchy. To view that site, just click on the site you want in the purple box (this will then turn green) and 'View sites'.

The screenshot shows the Openreach web application interface. At the top, the 'openreach' logo is on the left, and a user profile 'DD Devyani Don...' is on the right. A navigation bar includes 'Dashboard', 'Register my site', 'Site management', 'Request plot call off', 'User management', and 'Contact us'. Below this is a dark header with 'View my site' and a breadcrumb 'Dashboard > View my site'. The main content area has a search bar with 'View all sites' selected. A message states: 'Your profile allows you to access any of the companies shown in purple. Select one or more companies and click on 'View sites'.' A 'Select all' link is on the right. A company hierarchy diagram shows 'Apocirva Enterprises 1' at the top (highlighted in green), with five subsidiaries below it: 'nalla enterprises', 'Nasir Subsidiary', 'Vinita Ltd 1234567890ABC enterprises testing for level 2', 'Devtestcom', and 'test1111'. At the bottom, there are 'Download sites: PDF XLS' and a 'View sites' button. A footer note reads: 'Please note: This report is currently under construction and there may be some discrepancies in the dates.'

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

4) You should then be presented with a full list of the sites. To view a site click on the 'NSI ID' column with the site you require.

The screenshot shows the Openreach 'View my site' interface. At the top, there is a navigation bar with links: Dashboard, Register my site, Site management, Request plot call off, User management, and Contact us. Below this is a dark blue header with 'View my site' and a breadcrumb 'Dashboard > View my site'. The main content area has a search bar and a 'View all sites' link. A note states: 'Please note: If you find any discrepancy with the overall status, please contact the FBC for more details.' Below the note is a table with 8 columns: NSI ID, Master NSI ID, Internal Openreach reference (site project ID), Developer name, Site name, Site postcode, First service date, and Overall status. The first row of the table has 'AAB/00R' in the NSI ID column, which is highlighted with a red box. The overall status for all sites is 'Open'. The table is followed by pagination controls showing 'Previous', '1', '2', '3', '4', '5', '...', '19', and 'Next'.

NSI ID	Master NSI ID	Internal Openreach reference (site project ID)	Developer name	Site name	Site postcode	First service date	Overall status
AAB/00R	-	A5LOV	Apoorva Enterprises 1	asdcfg	N9 9WL	26/11/2020	Open
AGV/03Y	-	A6SRZ	Apoorva Enterprises 1	ACHWGGGAUG	AZ7 2GK	09/05/2021	Open
AAB/00W	-	A5LP8	Apoorva Enterprises 1	aaaabbbbb	N9 9WL	15/11/2020	Open
AGV/00A	-	A6472	Apoorva Enterprises 1	KP11	IJ2 5RG	06/08/2020	Open
AGV/00C	-	A64A5	Apoorva Enterprises 1	Test3	IH6 5YT	07/08/2020	Open

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

5) You should now see the 'Site milestone' screen. The colours indicate if the milestone is Complete, On track, At risk, Delayed or Yet to Start. For further information click a milestone.

Site milestones Download overview: [PDF](#) [XLS](#) [CSV](#)

Click on a milestone to view its sub milestones. ■ Completed ■ On track ■ At risk ■ Delayed ■ Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID AJY/086	Master NSI ID ⓘ -	Developer name Test Developer Company North	Site name AN CAMAS MOR DEV OFF THE B970	Site postcode PH22 1RD	First service date 21/11/2018
Status On track	Site registration date 01/03/2016	Site start date 15/08/2017	Site address DEV OFF THE B970	Site type Non-DSI	No. of plots 206

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

6) This will now bring up a pop-up with sub milestones and additional details.

Onsite

×

Actual start date

07/05/2018

Actual end date

-

Expected start date

07/09/2018

Expected end date

17/10/2018

Milestone status

On track

Sub milestones	Sub milestones status
First onsite equipment called off	Completed
First onsite equipment planned	Completed
First onsite build completed	On track
Last onsite build completed	Completed

Note

This milestone covers splitter information only. CBT and other equipment are not included.

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

7) From the Site milestones page you can also see the details for plots on the site. To do this click on 'Plot details'.

openreach

Dashboard Register my site Site management Request plot call off User management Contact us

Overview Plot details

View plot details Request plot call off

Download all plot details: PDF XLS CSV

Plots Snags

All plots All status Search

Download filtered plot details: PDF XLS CSV

8) Use the drop down menus to select the plot or status, then click 'Search'.

Welcome

Login

Create an account/
subsidiary
company

View
my site

EDC

9) You will then be presented with a list of plots based on the filters that were selected.

The screenshot shows a web application interface for plot management. At the top, there is a breadcrumb trail: Dashboard > Sites > View site. On the right, there are links for '< Back to sites' and a 'Quick actions' button. Below the breadcrumb, there are tabs for 'Overview' and 'Plot details', with 'Plot details' being the active tab. A secondary navigation bar contains 'View plot details' (active) and 'Request plot call off'. On the right of this bar, there are download options: 'Download all plot details: PDF XLS CSV'. Below this, there are radio buttons for 'Plots' (selected) and 'Snags'. There are two dropdown menus: 'All plots' and 'All status', followed by a 'Search' button. Below the search area, there are download options for filtered data: 'Download filtered plot details: PDF XLS CSV'. A red-bordered warning box contains the text: 'There are critical snags raised against a plot or plots you have selected, which is stopping work progressing. Please resolve as soon as possible to avoid any further delays.' Below the warning, there is a '50 Rows' dropdown and a pagination control with buttons for 'Previous', '1' (selected), '2', '3', '4', '5', and 'Next'. The main content is a table with the following columns: CSP ID, Premise, Sub premise, Expected developer completion date, Plot status, Total snags raised, and Highly critical snags. The table contains three rows of data, all with a status of 'Plot called off, awaiting splitter to be commissioned'.

CSP ID	Premise	Sub premise	Expected developer completion date	Plot status	Total snags raised	Highly critical snags
RBBLVZN10	-	-		Plot called off, awaiting splitter to be commissioned	-	-
RBBLVZO10	-	-		Plot called off, awaiting splitter to be commissioned	-	-
RBBLVZP10	-	-		Plot called off, awaiting splitter to be commissioned	-	-

Welcome

Login

Create an account/
subsidiary
company

View
my site

EDC

EDC

Expected Developer Completion (EDC) is a term which refers to the expected date the developer will complete all the required work for the plot to enable plot call off. This date enables Openreach Field Based Co-Ordinators (FBCs) to have a forward view of when plot call off will be required for certain plots and schedule ahead for a site visit at the right time.

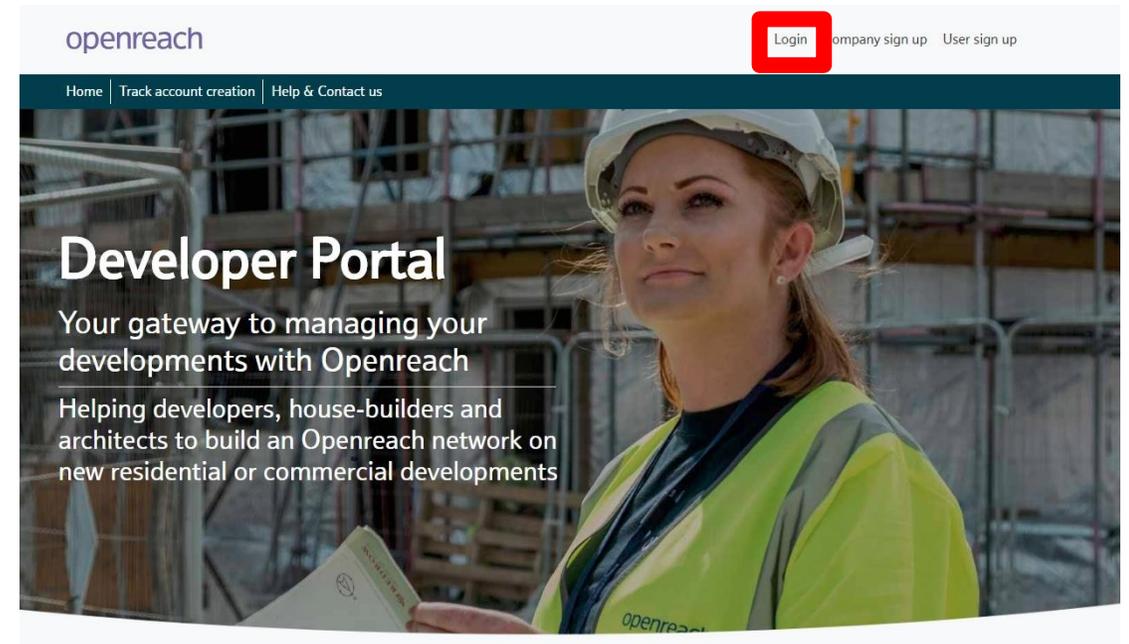
The EDC bulk upload feature enables multiple EDC dates for multiple plots to be submitted or changed by downloading, editing and re-uploading changes directly to the portal.

Please note: EDC dates to be provided at least 21 days ahead of plot call off.

To access the Developer Portal front page, go to the following link:

<https://www.developers.openreach.co.uk>

Click on the 'Login' button to view the dashboard.



Welcome

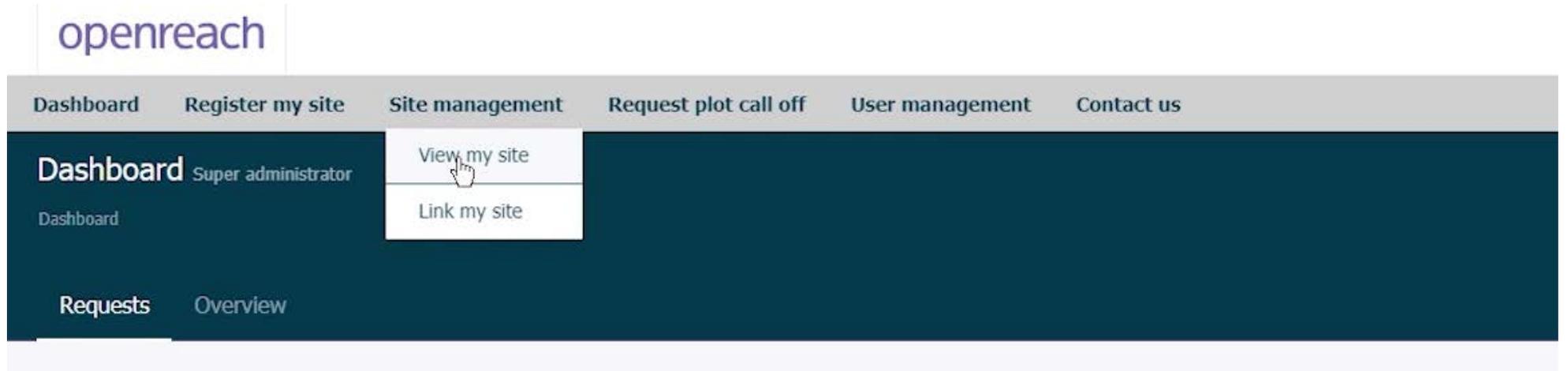
Login

Create an account/
subsidiary company

View my site

EDC

1) On the dashboard screen, hover over the 'Site management' option and choose 'View my site'.



Welcome

Login

Create an account/
subsidiary company

View my site

EDC

2) Navigate the 'View my site' screens to identify the site you want to add EDC dates to. Search for the site using either the NSI reference, postcode or site name.

The screenshot shows a web interface for site management. At the top, there is a dark teal header with the text 'Site management' and a breadcrumb 'Dashboard > Sites'. Below this, there are two tabs: 'View my site' (which is active) and 'Register my site'. A 'Quick actions' dropdown menu is visible in the top right corner. The main content area is white and contains a search section. A red box highlights the 'Search site' button. To its right is a link 'View all sites'. Below these are three radio buttons for search criteria: 'NSI reference' (selected), 'Postcode', and 'Site name'. A search input field is positioned below the radio buttons, followed by a purple 'Search' button with an information icon.

Site management

Dashboard > Sites

Quick actions

View my site Register my site

Search site View all sites

NSI reference Postcode Site name

Search

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

3) Alternatively navigate all sites by choosing 'View all sites' and selecting the company hierarchy to search across all sites.

The screenshot shows the Openreach web interface. At the top, there is a navigation bar with links: Dashboard, Register my site, Site management, Request plot call off, User management, and Contact us. The user is logged in as Devyani Don... (DD). The main heading is 'View my site' with a breadcrumb trail 'Dashboard > View my site'. Below this, there are two tabs: 'Search site' and 'View all sites' (which is active). A message states: 'Your profile allows you to access any of the companies shown in purple. Select one or more companies and click on 'View sites'.' A 'Select all' link is also present. The main content is a hierarchical tree diagram. The root node is 'Apocirva Enterprises 1' (highlighted in green). It branches into five nodes: 'nalla enterprises', 'Nasir Subsidiary', 'Vinita Ltd 1234567890ABC enterprises testing for level 2', 'Devtestcom', and 'test1111'. Below the diagram is a horizontal scrollbar. At the bottom, there are download options for PDF and XLS, and a 'View sites' button. A note at the bottom states: 'Please note: This report is currently under construction and there may be some discrepancies in the dates.'

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

4) Select the site by clicking the 'NSI ID' from the sites table.

NSI ID	Master NSI ID	Internal Openreach reference (site project ID)	Developer name	Site name	Site postcode	First service date	Overall status
AJY/099	-	TTAPL	Test Developer Company S1	Test-Site5	NE137NQ	23/01/2018	Cancelled
AJY/176	-	E8CB8	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EIN1P	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EM80C	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EM9ZK	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EMA0M	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EMA0B	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EO4IO	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Open
AJY/176	-	EOTQ9	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Open
AJY/192	-	EL2NJ	Test Developer Company S2	DSI-Nikita	NQ137NE	09/06/2019	Open
AJY/236	-	EOUD4	Test Developer Company HQ	Test TWO	IP5 3RE	02/12/2020	Open
AJY/286	-	EQT06	Test Developer Company HQ	DSI-Name	NQ137NE	22/01/2020	Open
AJY/287	-	EQT2B	Test Developer Company HQ	DSI-Name	NQ137NE	18/01/2020	Open
AJY/288	-	EQT5Y	Test Developer Company HQ	DSI-Name	NQ137NE	28/01/2020	Cancelled
AJY/292	-	EQTLS	Test Developer Company HQ	DSI-test1	N9 9WL	18/02/2020	Open

Showing 1 to 50 of 55 entries

Previous 1 2 Next

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

5) On the site overview page, review the site information section for the site start date currently set.

DSI-Nikita - AJY/192

Dashboard > Sites > View site

< Back to sites Quick actions

Overview Plot details

Site milestones

Download overview: PDF XLS CSV

Click on a milestone to view its sub milestones.

Completed On track At risk Delayed Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID AJY/192	Master NSI ID -	Developer name Test Developer Company S2	Site name DSI-Nikita	Site postcode NQ137NE	First service date 09/06/2019
Overall site milestone status Delayed	Site registration date 09/06/2019	Site start date 09/06/2019	Site address hinjewadi	Site type DSI	No. of plots 30

Update details

What you want to update?

Document type
Please select

6) Click on the 'Plot details' tab to proceed to view all plots for the site.

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

DSI-Nikita - AJY/192

Dashboard > Sites > View site

Overview **Plot details** < Back to sites Quick actions

Site milestones

Download overview: PDF XLS CSV

Click on a milestone to view its sub milestones.

Completed On track At risk Delayed Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID AJY/192	Master NSI ID -	Developer name Test Developer Company S2	Site name DSI-Nikita	Site postcode NQ137NE	First service date 09/06/2019
Overall site milestone status Delayed	Site registration date 09/06/2019	Site start date 09/06/2019	Site address hinjewadi	Site type DSI	No. of plots 30

Update details

What you want to update?

Document type
Please select

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

7) On the next screen, click on search for all plots under the 'View plot details' section to reveal further plot information.

DSI-Nikita - AJY/192

Dashboard > Sites > View site

< Back to sites Quick actions

Overview Plot details

View plot details Request plot call off

Download all plot details: PDF XLS CSV

Plots Snags

All plots All status Search

EDC bulk upload

Instructions

- Download the template
- Save to xlsx or xls
- Add the selected EDCs in format DD/MM/YYYY to column "Expected developer completion date"
- Only provide future dates
- Upload the file to the portal

Advice – to ensure file is sent to Openreach successfully

- Ensure date is in correct format DD/MM/YYYY and is not the current or a past date
- File is xlsx or xls
- Do not change or update any other columns or file format

Download template Upload file

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

8) You'll now be presented with a view of all plots and premise/sub-premise numbers and EDC dates along with plot status.

DSI-Nikita - AJY/192

Dashboard > Sites > View site

< Back to sites Quick actions

Overview Plot details

View plot details Request plot call off Download all plot details: PDF XLS CSV

Plots Snags

All plots All status Search

50 Rows Previous 1 Next

Internal Openreach reference (CSP ID)	Premise	Sub premise	Expected developer completion date	Plot status	Total snags raised	Highly critical snags
RAAKVNV59	1	-	23/12/2019	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVNW59	2	-	Date not provided	<input checked="" type="checkbox"/> Auto Plot call off exception	-	-
RAAKVNX59	3	-	01/12/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVNY59	4	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVNZ59	5	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOA59	6	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOB59	7	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOC59	8	-	01/01/2021	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOD59	9	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOE59	10	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOF59	11	-	16/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

9) Clicking on the edit pencil button will reveal an editable date where the calendar view can be used to change the EDC date.
(Remember EDC dates to be provided at least 21 days ahead of plot call off).

50 Rows Previous 1 Next

Internal Openreach reference (CSP ID) ↑↓	Premise ↑↓	Sub premise ↑↓	Expected developer completion date ↑↓	Plot status ↑↓	Total snags raised ↑↓	Highly critical snags ↑↓
RAAKVNV59	1	-	23/12/2019	Awaiting plot call off	-	-
RAAKVNW59	2	-	Date not provided	Auto Plot call off exception	-	-
RAAKVNX59	3	-	01/12/2020	Awaiting plot call off	-	-
RAAKVNY59	4	-	01/01/2020	Awaiting plot call off	-	-
RAAKVNZ59	5	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOA59	6	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOB59	7	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOC59	8	-	01/01/2021	Awaiting plot call off	-	-
RAAKVOD59	9	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOE59	10	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOF59	11	-	16/01/2020	Awaiting plot call off	-	-
RAAKVOG59	12	-	Date not provided	Auto Plot call off exception	-	-
RAAKVOH59	13	-	17/01/2020	Awaiting plot call off	-	-
RAAKVOI59	14	-	18/01/2020	Awaiting plot call off	-	-
RAAKVOJ59	15	-	19/01/2020	Awaiting plot call off	-	-
RAAKVOK59	16	-	20/01/2020	Awaiting plot call off	-	-

Calendar popup: Dec 2020. Grid shows dates from 29 to 2. The 1st of December is highlighted.

10) If you need to update multiple EDC dates quickly, scroll to the bottom of the page to review the 'EDC bulk upload' section. Follow the instructions shown in the section by first downloading the latest template.

The screenshot shows a web interface for EDC bulk upload. At the top right, there are links for 'Download filtered plot details' in PDF, XLS, and CSV formats. A 'Submit' button is located in the top right corner. The main section is titled 'EDC bulk upload' and contains the following instructions:

- Instructions
 - Download the template
 - Save to xlsx or xls
 - Add the selected EDCs in format DD/MM/YYYY to column "Expected developer completion date"
 - Only provide future dates
 - Upload the file to the portal
- Advice— to ensure file is sent to Openreach successfully
 - Ensure date is in correct format DD/MM/YYYY and is not the current or a past date
 - File is xlsx or xls
 - Do not change or update any other columns or file format

At the bottom of the instructions, there is a 'Download template' button. To the right of the instructions is a large dashed box containing a cloud upload icon and the text 'Drag and drop or [browse](#) to a file to upload it'. Below this box is an 'Upload file' button. The footer of the page contains copyright information: '© British Telecommunications plc 2020. All rights reserved.' and links for 'Accessibility', 'Cookie settings', 'Disclaimer', 'Terms and conditions', and 'Privacy policy'.

Welcome

Login

Create an account/
subsidiary
company

View
my site

EDC

11) Only edit the 'Expected developer completion date' in column F and change dates in the format of day/month/year.

A	B	C	D	E	F	G	
1	NSI ID	Internal Openreach reference (CSP ID)	Premise	Sub premise	MDU/SD	Expected developer completion date	Plot status
2	AJY/192	RAAKVNV59	1	-	-	23/12/2019	Awaiting plot call off
3	AJY/192	RAAKVNX59	3	-	-	01/12/2020	Awaiting plot call off
4	AJY/192	RAAKVNY59	4	-	-	01/01/2020	Awaiting plot call off
5	AJY/192	RAAKVNZ59	5	-	-	01/01/2020	Awaiting plot call off
6	AJY/192	RAAKVOA59	6	-	-	01/01/2020	Awaiting plot call off
7	AJY/192	RAAKVOB59	7	-	-	01/01/2020	Awaiting plot call off
8	AJY/192	RAAKVOC59	8	-	-	01/01/2021	Awaiting plot call off
9	AJY/192	RAAKVOD59	9	-	-	01/01/2020	Awaiting plot call off
10	AJY/192	RAAKVOE59	10	-	-	01/01/2020	Awaiting plot call off
11	AJY/192	RAAKVOF59	11	-	-	16/01/2020	Awaiting plot call off
12	AJY/192	RAAKVOH59	13	-	-	17/01/2020	Awaiting plot call off
13	AJY/192	RAAKVOI59	14	-	-	18/01/2020	Awaiting plot call off
14	AJY/192	RAAKVOJ59	15	-	-	19/01/2020	Awaiting plot call off
15	AJY/192	RAAKVOK59	16	-	-	20/01/2020	Awaiting plot call off
16	AJY/192	RAAKVOL59	17	-	-	21/01/2020	Awaiting plot call off
17	AJY/192	RAAKVOM59	18	-	-	22/01/2020	Awaiting plot call off
18	AJY/192	RAAKVON59	45	-	-	23/01/2020	Awaiting plot call off
19	AJY/192	RAAKVOO59	45	-	-	24/01/2020	Awaiting plot call off
20	AJY/192	RAAKVOP59	45	-	-	01/01/2020	Awaiting plot call off
21	AJY/192	RAAKVOQ59	45	-	-	01/01/2020	Awaiting plot call off
22	AJY/192	RAAKVOR59	45	-	-	01/01/2020	Awaiting plot call off
23	AJY/192	RAAKVOS59	45	-	-	01/01/2020	Awaiting plot call off
24	AJY/192	RAAKVOT59	45	-	-	01/01/2020	Awaiting plot call off
25	AJY/192	RAAKVOU59	45	-	-	01/01/2020	Awaiting plot call off
26	AJY/192	RAAKVOV59	45	-	-	10/01/2020	Awaiting plot call off
27	AJY/192	RAAKVOW59	45	-	-	16/01/2020	Awaiting plot call off
28	AJY/192	RAAKVOX59	45	-	-	01/01/2020	Awaiting plot call off
29	AJY/192	RAAKVOY59	45	-	-	01/01/2020	Awaiting plot call off

12) Once the changes to the EDC dates have been made, save the file keeping the name the same to your computer and re-load via the EDC bulk upload section.

Download filtered plot details: PDF XLS CSV

Submit

EDC bulk upload

Instructions

- Download the template
- Save to xlsx or xls
- Add the selected EDCs in format DD/MM/YYYY to column "Expected developer completion date"
- Only provide future dates
- Upload the file to the portal

Advice-- to ensure file is sent to Openreach successfully

- Ensure date is in correct format DD/MM/YYYY and is not the current or a past date
- File is xlsx or xls
- Do not change or update any other columns or file format

Download template

Drag and drop or [browse](#) to a file to upload it

Upload file

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

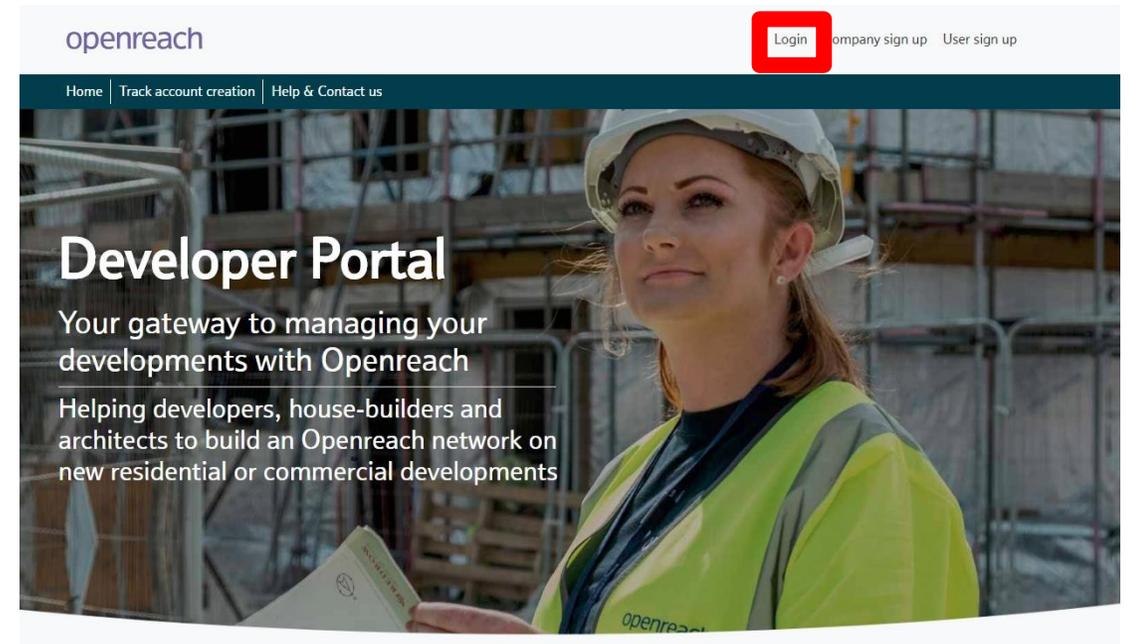
Plot call off can now be requested for specific plot(s) via the Developer Portal. Plot call off is much more efficient via the Portal as it means the Openreach FBCs will have an alert and email message with the requested details including plot(s) requested for call off. Developers can also provide an EDC date on each individual plot as a reminder for the plot call off to enable a planned view to control sites.

Please note: EDC dates to be provided at least 21 days ahead of plot call off.

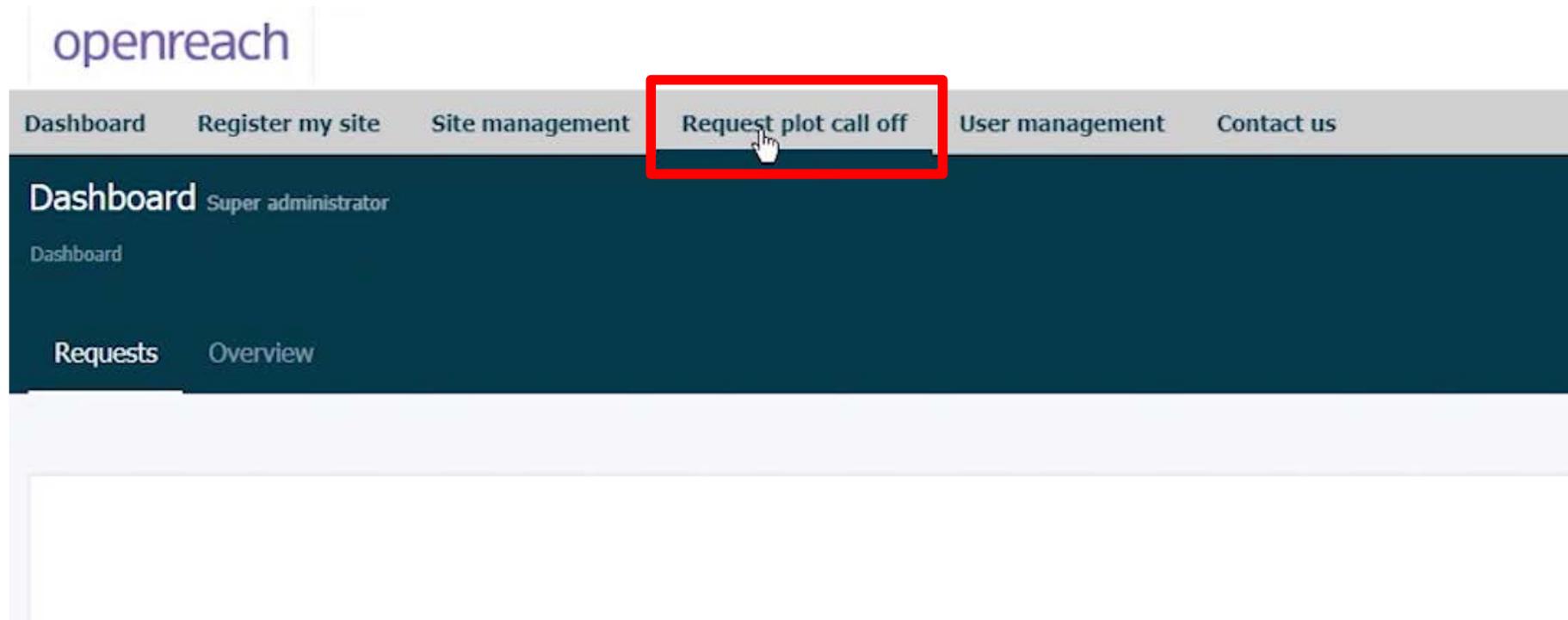
To access the Developer Portal front page, go to the following link:

<https://www.developers.openreach.co.uk>

Click on the 'Login' button to view the dashboard.



1) On the dashboard screen, click the 'Request plot call off' option



Plot call off

Council addressing

30+ Registration

Site reparenting

More information

2). Search for the site using either the NSI reference, postcode or site name.

Plot call off

Council
addressing

30+
Registration

Site
reparenting

More
information

The screenshot shows the Openreach website interface. At the top left is the 'openreach' logo. On the right, there is a user profile icon with the initials 'TW' and the name 'Tushar2 Wa...'. Below the logo and user profile is a navigation menu with the following items: 'Dashboard', 'Register my site', 'Site management', 'Request plot call off' (which is highlighted with a mouse cursor), 'User management', and 'Contact us'. Below the navigation menu is a dark blue header with the text 'Request plot call off' and a breadcrumb trail 'Dashboard > Request plot call off'. The main content area is titled 'Search plots' and contains three radio button options: 'NSI reference' (which is selected), 'Postcode', and 'Site name'. Below these options is a large text input field and a purple 'Search' button with a help icon.

3) Select the site by clicking the 'NSI ID'

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

openreach

Dashboard Register my site Site management Request plot call off User management Contact us

Request plot call off

Dashboard > Request plot call off

Search plots

NSI reference Postcode Site name

Please note: If you find any discrepancy with the overall status, please contact the FBC for more details.

50 Rows Previous 1 Next

NSI ID	Master NSI ID	Internal Openreach reference (site project ID)	Developer name	Site name	Site postcode	First service date	Overall status
L/EDM/02T		A6YZA	Apoorva Enterprises 1	DSI-test55	N9 9WL	28/01/2021	<input type="button" value="Open"/>
L/EDM/02T	-	A6Z82	Apoorva Enterprises 1	DSI-test55	N9 9WL	28/01/2021	<input type="button" value="Open"/>

Showing 1 to 2 of 2 entries Previous 1 Next

4) Select one or more plots to be called off by ticking the box at the left of the table

The screenshot shows the Openreach web interface for 'Request plot call off'. The page title is 'DSI-test55 - L/EDM/02T'. A navigation menu includes 'Dashboard', 'Register my site', 'Site management', 'Request plot call off', 'User management', and 'Contact us'. Below the menu, there is a breadcrumb trail: 'Dashboard > Request plot call off > List of plots'. A message states: 'Please select the plots that are ready for Openreach to call off. Plots with highly critical snags cannot be requested for plot call off.' The table below has 8 columns: 'Internal Openreach reference (CSP ID)', 'Premise', 'Sub premise', 'Expected developer completion date', 'Plot status', 'Total snags raised', and 'Highly critical snags'. The row for 'RBBYWYH' (Premise 14) has its checkbox selected and is highlighted with a red box. The row for 'RBBYWYI' (Premise 15) is also highlighted with a red box. The table is paginated to show 50 rows, with page 1 of 1 displayed.

<input type="checkbox"/>	Internal Openreach reference (CSP ID)	Premise	Sub premise	Expected developer completion date	Plot status	Total snags raised	Highly critical snags
<input type="checkbox"/>	RBBYWYA	7	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYB	8	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYD	10	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYE	12	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYG	13	-	Date not provided	Awaiting plot call off	0	0
<input checked="" type="checkbox"/>	RBBYWYH	14	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYI	15	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYL	5666	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYM	5666	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYN	5666	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYO	5666	-	Date not provided	Awaiting plot call off	0	0

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

5) Click 'Request plot call off' then confirm the request by clicking 'Submit' on the pop-up window

<input type="checkbox"/>	RBBYWTU	5666	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYV	5666	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYW	5666	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYX	5666	-	Date not provided	Awaiting plot call off	0	0
<input type="checkbox"/>	RBBYWYY	5666	-	Date not provided	Awaiting plot call off	0	0

Showing 1 to 21 of 21 entries

Previous 1 Next

Request plot call off

Plot call off [X]

By clicking on **Submit** you are confirming that all the work required has been completed to the correct standard as per the developer handbook. Openreach will now arrange a pre-check visit so that the plot(s) can be called off.

You can view the latest status and plot details by navigating to "Site management" and selecting "View my site" to search for your site using NSI, Postcode or Site name, then select "Plot details".

Cancel **Submit**

Plot call off [X]



You've successfully submitted the selected plots. Openreach will now arrange a pre-check visit so that the plot(s) can be called off.

Council addressing

Council addressing documents can now be uploaded for sites via the Developer Portal. The documents can be partially updated or fully updated depending on the details available to the developer during updates.

To upload council addressing to the Developer Portal, the following details are required for each plot to be provided in the update template:

1	Developer plot number
2	Commercial site name
3	Sub premise number
4	Sub building/Sub premise name
5	House/Building number
6	Thoroughfare
7	Locality
8	Town
9	Postcode

Plot call off

Council addressing

30+
Registration

Site
reparenting

More
information

Plot call off

Council
addressing

30+
Registration

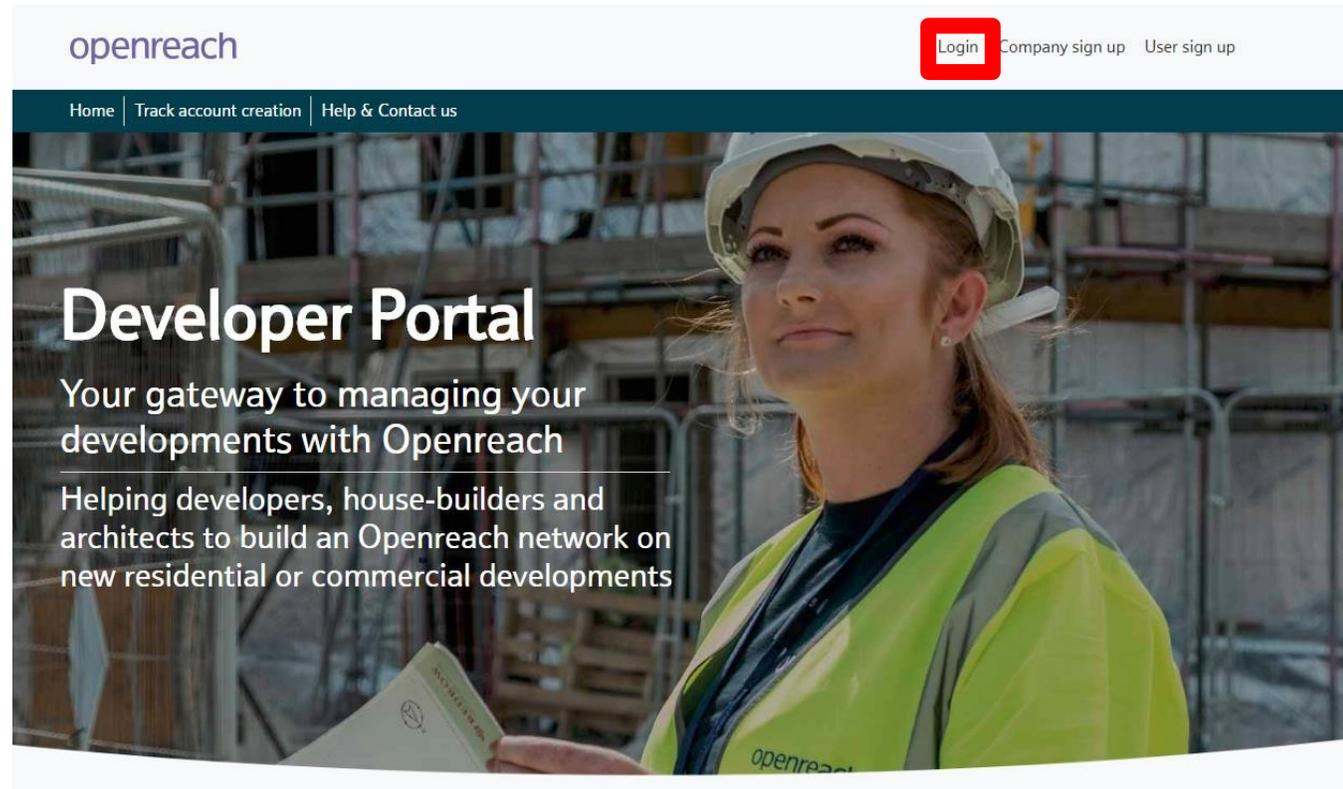
Site
reparenting

More
information

To access the Developer Portal front page, go to the following link:

<https://www.developers.openreach.co.uk>

Click on the 'Login' button to view the dashboard.



Plot call off

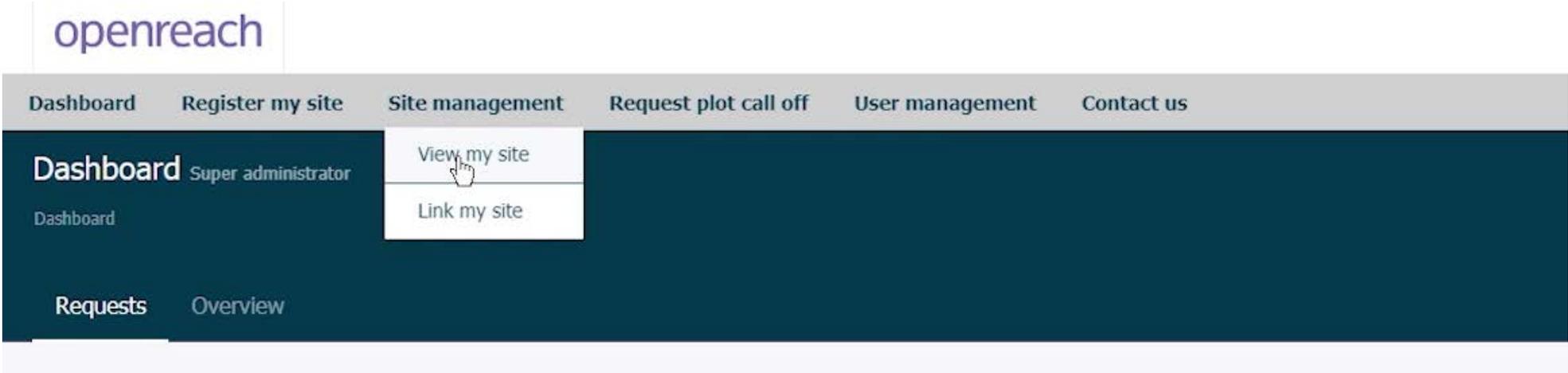
Council addressing

30+ Registration

Site reparenting

More information

1) On the dashboard screen, hover over the 'Site management' option and choose 'View my site'.



Plot call off

Council
addressing

30+
Registration

Site
reparenting

More
information

2) Navigate the 'View my site' screens to identify the site you want to add EDC dates to. Search for the site using either the NSI reference, postcode or site name.

The screenshot displays the 'Site management' interface. At the top, there is a dark teal header with the text 'Site management' and a breadcrumb 'Dashboard > Sites'. Below this, there are two tabs: 'View my site' (which is active) and 'Register my site'. A 'Quick actions' dropdown menu is visible in the top right corner. The main content area features a search section with a 'Search site' button highlighted by a red box. To the right of this button is a link 'View all sites'. Below the search button, there are three radio button options: 'NSI reference' (selected), 'Postcode', and 'Site name'. A search input field is positioned below these options, followed by a purple 'Search' button with an information icon.

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

3) Alternatively navigate all sites by choosing 'View all sites' and navigate the company hierarchy to search across all sites.

The screenshot shows the Openreach 'View my site' interface. At the top, there is a navigation bar with links: Dashboard, Register my site, Site management, Request plot call off, User management, and Contact us. The user profile 'DD Devyani Don...' is visible in the top right. The main heading is 'View my site' with a breadcrumb 'Dashboard > View my site'. Below this, there are two tabs: 'Search site' and 'View all sites' (which is active). A message states: 'Your profile allows you to access any of the companies shown in purple. Select one or more companies and click on 'View sites'.' A 'Select all' button is in the top right of this section. The main content is a company hierarchy diagram. At the top is a green box labeled 'Apocirva Enterprises 1'. Below it, a horizontal line connects to five purple boxes: 'nalla enterprises', 'Nasir Subsidiary', 'Vinita Ltd 1234567890ABC enterprises testing for level 2', 'Devtestcom', and 'test1111'. At the bottom, there are options to 'Download sites' in PDF or XLS format, and a 'View sites' button. A note at the bottom states: 'Please note: This report is currently under construction and there may be some discrepancies in the dates.'

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

4) Select the site by clicking the NSI ID from the sites table.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

openreach

MB Muhamma...

NSI ID	Master NSI ID	Internal Openreach reference (site project ID)	Developer name	Site name	Site postcode	First service date	Overall status
AJY/099	-	TTAPL	Test Developer Company S1	Test-Site3	NE137NQ	23/01/2018	Cancelled
AJY/176	-	E8CB8	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EIN1P	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EM80C	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EM9ZK	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EMA0M	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EMA0B	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EO4I0	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Open
AJY/176	-	EOTQ9	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Open
AJY/192	-	EL2NJ	Test Developer Company S2	DSI-Nikita	NQ137NE	09/06/2019	Open
AJY/236	-	EOUD4	Test Developer Company HQ	Test TWO	IP5 3RE	02/12/2020	Open
AJY/286	-	EQT06	Test Developer Company HQ	DSI-Name	NQ137NE	22/01/2020	Open
AJY/287	-	EQT2B	Test Developer Company HQ	DSI-Name	NQ137NE	18/01/2020	Open
AJY/288	-	EQT3Y	Test Developer Company HQ	DSI-Name	NQ137NE	28/01/2020	Cancelled
AJY/292	-	EQTL5	Test Developer Company HQ	DSI-test1	N9 9WL	18/02/2020	Open

Showing 1 to 50 of 55 entries

Previous 1 2 Next

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

5) On the site overview page you'll see the council addressing section at the bottom of the page.

The screenshot shows a web interface for site management. At the top, there's a navigation bar with 'Overview' and 'Plot details' tabs, and a 'Quick actions' dropdown. Below this is a 'Site milestones' section with a legend for status: Completed (blue), On track (green), At risk (yellow), Delayed (red), and Yet to start (grey). A table lists milestones: Registration (Completed), Onsite Proposal (Yet to start), Offsite (Yet to start), Onsite (Yet to start), First Plot (Yet to start), Plots (Yet to start), and Site Closure (Yet to start). Below the milestones is a 'Site information' section with a grid of key-value pairs. An 'Update details' button is highlighted with a red box. Below the button is a dropdown menu for 'What you want to update?' with 'Document type' selected.

Dashboard > Sites > view site

< Back to sites Quick actions

Overview Plot details

Site milestones

Download overview: PDF XLS CSV

Click on a milestone to view its sub milestones.

Completed On track At risk Delayed Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First service date
AJY/304	-	Test Developer Company HQ	DSI-test	NQ137NE	16/01/2020
Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. of plots
On track	10/01/2020	10/01/2020	test	DSI	9

Update details

What you want to update?

Document type
Please select

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

6) Click the down arrow for the document type to choose confirmed council addressing.

The screenshot shows a web application interface for site management. At the top, there is a navigation bar with 'Overview' and 'Plot details' tabs, a 'Back to sites' link, and a 'Quick actions' button. Below this is a 'Site milestones' section with a legend for 'Completed' (blue), 'On track' (green), 'At risk' (yellow), 'Delayed' (red), and 'Yet to start' (grey). A table lists milestones: Registration (Completed), Onsite Proposal (Yet to start), Offsite (Yet to start), Onsite (Yet to start), First Plot (Yet to start), Plots (Yet to start), and Site Closure (Yet to start). Below the milestones is a 'Site information' section with a grid of key-value pairs: NSI ID (AJY/304), Master NSI ID (-), Developer name (Test Developer Company HQ), Site name (DSI-test), Site postcode (NQ137NE), First service date (16/01/2020), Overall site milestone status (On track), Site registration date (10/01/2020), Site start date (10/01/2020), Site address (test), Site type (DSI), and No. of plots (9). At the bottom, the 'Update details' section has a dropdown menu titled 'What you want to update?' with 'Document type' selected and 'Confirmed council addressing' highlighted in blue. The footer contains copyright information and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

7) This will open up the Council addressing section. The page provides a list of instructions on the left side and the document upload on the right. Clicking the 'Download template' button will open the council addressing template document in the Excel format (.xlsx).

The screenshot displays the Openreach Council Addressing interface. At the top, the 'openreach' logo is visible on the left, and a user profile 'MB Muhamma...' is on the right. Below the logo, site details are presented in a grid format:

NSI ID AJY/304	Master NSI ID -	Developer name Test Developer Company HQ	Site name DSI-test	Site postcode NQ137NE	First service date 16/01/2020
Overall site milestone status On track	Site registration date 10/01/2020	Site start date 10/01/2020	Site address test	Site type DSI	No. of plots 9

Below the site details, there is an 'Update details' section with a dropdown menu for 'What you want to update?' set to 'Confirmed council addressing'. The main content area is divided into two columns. The left column contains instructions for updating council addresses, including a list of steps and advice to ensure successful file uploads. The right column features a large dashed box for file upload, with a cloud icon and the text 'Drag and drop or [browse](#) to a file to upload it'. At the bottom of the interface, there are two buttons: 'Download template' (highlighted with a red box) and 'Upload file'.

Plot call off

Council addressing

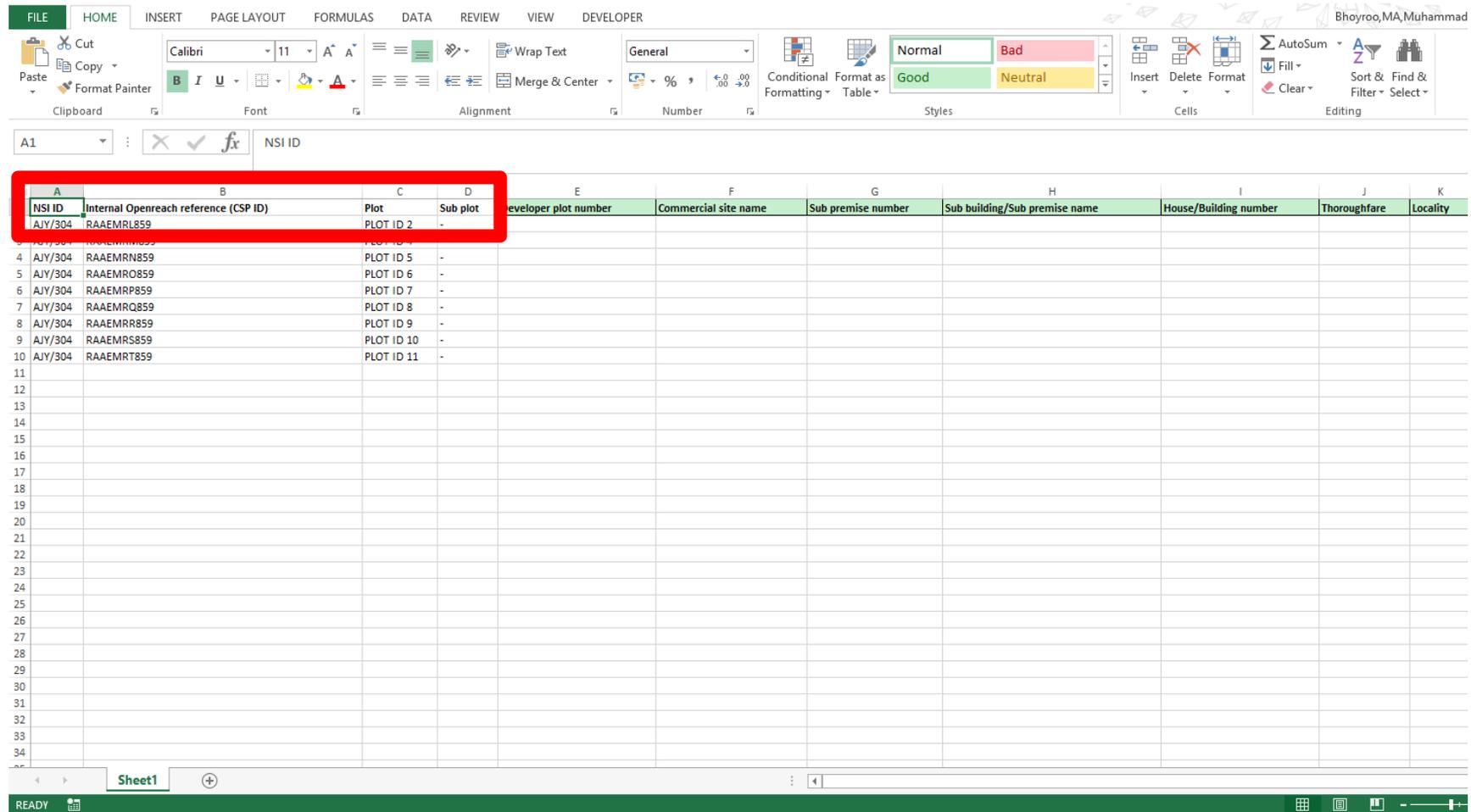
30+ Registration

Site reparenting

More information

8) Once the council address document template is opened in Excel, you'll see four pre-populated fields for the site, including NSI ID, internal Openreach reference (CSP ID), plot and sub-plot.

Proceed to populate the green cells in column E to column M with the details required.



Plot call off

Council addressing

30+ Registration

Site reparenting

More information

9) Complete to fill the council address details available for all plots. Please note partial details and updates in the green cells are allowed depending on the details available during the council addressing upload.

Save the document to your computer ensuring to keep the file name the same as that downloaded from the Developer Portal.

The screenshot displays a Microsoft Excel spreadsheet with a 'Save As' dialog box open. The spreadsheet has columns for 'Sub building/Sub premise name', 'House/Building number', 'Thoroughfare', 'Locality', 'Town', and 'Postcode'. The 'Save As' dialog shows the file name 'AJY_304_Council_address_upload_16012020.xlsx' highlighted in a red box. The background spreadsheet shows data for sub-buildings 1 through 9, all located in Garnett, Norwich, Eastor NR9 5FB.

Sub building/Sub premise name	House/Building number	Thoroughfare	Locality	Town	Postcode
Sub1	1	Garnett	Norwich	Eastor	NR9 5FB
Sub2	2	Garnett	Norwich	Eastor	NR9 5FB
Sub3	3	Garnett	Norwich	Eastor	NR9 5FB
Sub4	4	Garnett	Norwich	Eastor	NR9 5FB
Sub5	5	Garnett	Norwich	Eastor	NR9 5FB
Sub6	6	Garnett	Norwich	Eastor	NR9 5FB
Sub7	7	Garnett	Norwich	Eastor	NR9 5FB
Sub8	8	Garnett	Norwich	Eastor	NR9 5FB
Sub9	9	Garnett	Norwich	Eastor	NR9 5FB

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

10) Once the changes are saved, click browse or drag and drop the saved file onto the upload section on the Developer Portal.

openreach

Open

This PC > Downloads > Concl Address

Search Concl Address

Organize New folder

Name	Date modified	Type	Size
AJY_304_Council_address_upload_160120...	16/01/2020 13:59	Microsoft Excel W...	12 KB

File name: AJY_304_Council_address_upload_16012020.xlsx

All Files

Open Cancel

Site postcode: NQ137NE

First service date: 16/01/2020

Site type: DSI

No. of plots: 9

MB Muhamma...

Drag and drop or [browse](#) to a file to upload it

Upload file

© British Telecommunications plc 2020. All rights reserved.

Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

11) Once the document has been selected and appears in the grey section box, select if this is a partial or full update to the council address. I.e. if you need to re-access the document to add additional information at a later date, choose partial update.

Once the selection has been made, click 'Upload file'.

NSI ID AJY/304	Master NSI ID -	Developer name Test Developer Company HQ	Site name DSI-test	Site postcode NQ137NE	First service date 16/01/2020
Overall site milestone status On track	Site registration date 10/01/2020	Site start date 10/01/2020	Site address test	Site type DSI	No. of plots 9

Update details

What you want to update?
Document type
Confirmed council addressing

Update confirmed council addresses for the plots for this site

Instructions

- Download the template – this will provide you with the latest information available for the plots on your site
- Save only to xlsx or xls
- Update only the columns highlighted in "green"
- Columns not highlighted should not be changed
- Only provide address details for each plot that have been confirmed by the council

Advice to ensure file is sent to Openreach successfully and avoid delays in commissioning

- Ensure data provided is correct
- Avoid changing columns header or non-editable fields as this will throw an error asking you to download latest data and re upload
- The non-editable fields are there to ensure your data and Openreach's data is aligned correctly
- Save only to xlsx or xls

[Download template](#)

AJY_304_Council_address_upload_16012020.xlsx
Drag and drop or [browse](#) to a file to upload it.

Is it a partial update or full update?
 Partial Full

[Upload file](#)

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

12) Once the council address document has been uploaded, you'll see the success pop-up message to confirm the file has been updated successfully.

The screenshot displays the Openreach portal interface. At the top, there is a navigation bar with the 'openreach' logo and a purple 'Update details' button with a close icon. Below this is a table of site information:

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First s
AJY/304	-	Test Developer Company HQ	DSI-test	NQ137NE	16/01
Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. o
On track	10/01/2020	10/01/2020	test	DSI	9

Below the table, there is a section titled 'Update details' with a dropdown menu for 'What you want to update?' set to 'Confirmed council addressing'. The main content area contains instructions for updating council addresses, a 'Download template' button, and an 'Upload file' button. A success message is displayed on the right side of the screen:


Your request to update council address has been successfully completed.

At the bottom of the page, there is a footer with the copyright notice '© British Telecommunications plc 2020. All rights reserved.' and links for 'Accessibility', 'Cookie settings', 'Disclaimer', and 'Terms'.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

13) After the success message is closed, the page will refresh to show the original details. Double check the uploaded council address details by re-selecting 'Confirmed council addressing' and downloading the existing file using the button provided.

The new downloaded file will contain the changes you've made which have been uploaded. If you need to make any changes, repeat the steps to change the details and re-upload the document.

NSI ID AJY/304	Master NSI ID -	Developer name Test Developer Company HQ	Site name DSI-test	Site postcode NQ137NE	First service date 16/01/2020
Overall site milestone status On track	Site registration date 10/01/2020	Site start date 10/01/2020	Site address test	Site type DSI	No. of plots 9

Update details

What you want to update?
Document type
Confirmed council addressing

Update confirmed council addresses for the plots for this site

Instructions

- Download the template – this will provide you with the latest information available for the plots on your site
- Save only to xlsx or xls
- Update only the columns highlighted in "green"
- Columns not highlighted should not be changed
- Only provide address details for each plot that have been confirmed by the council

Advice to ensure file is sent to Openreach successfully and avoid delays in commissioning

- Ensure data provided is correct
- Avoid changing columns header or non-editable fields as this will throw an error asking you to download latest data and re upload
- The non-editable fields are there to ensure your data and Openreach's data is aligned correctly
- Save only to xlsx or xls

Drag and drop or [browse](#) to a file to upload it

Download existing file **Upload file**

Registration for sites with 30+ plots

Openreach will install Fibre To The Premises (FTTP) free of charge for those developments of 30 or more premises. Follow this user guide to view the registration journey with the Developer Portal.

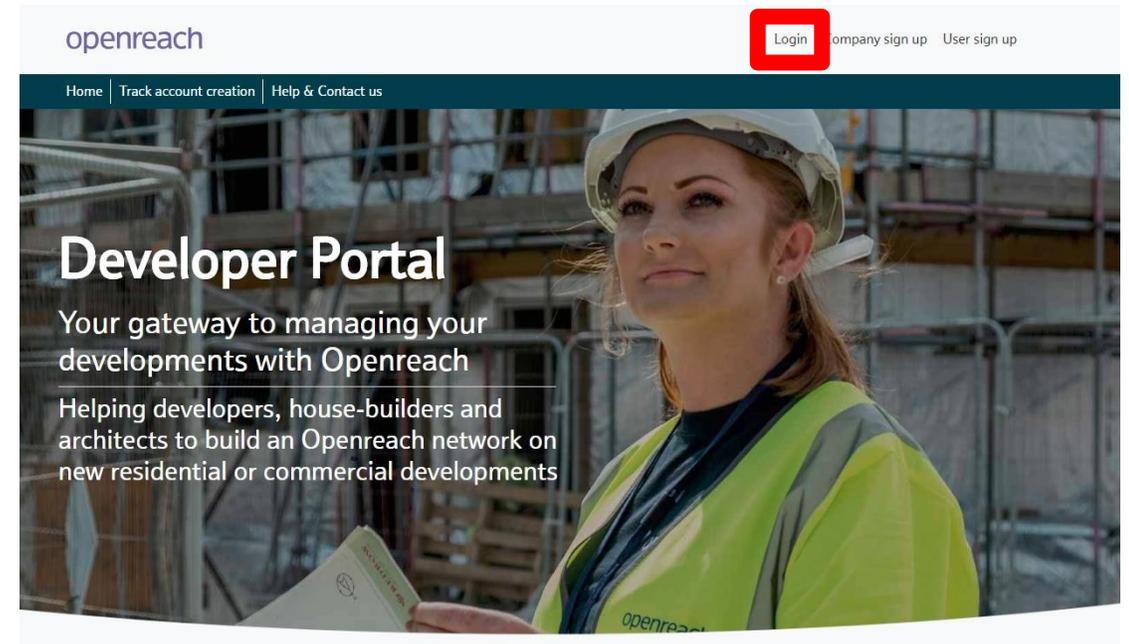
For sites with 2-29 premises we'll assess our network to offer you the best available technology. For further information please refer to our web site www.ournetwork.openreach.co.uk

Please also read our privacy policy <https://www.openreach.com/privacy-policy/> which describes how we may use your personal information.

To access the Developer Portal front page, go to the following link:

<https://www.developers.openreach.co.uk>

Click on the 'Login' button to view the dashboard.



Plot call off

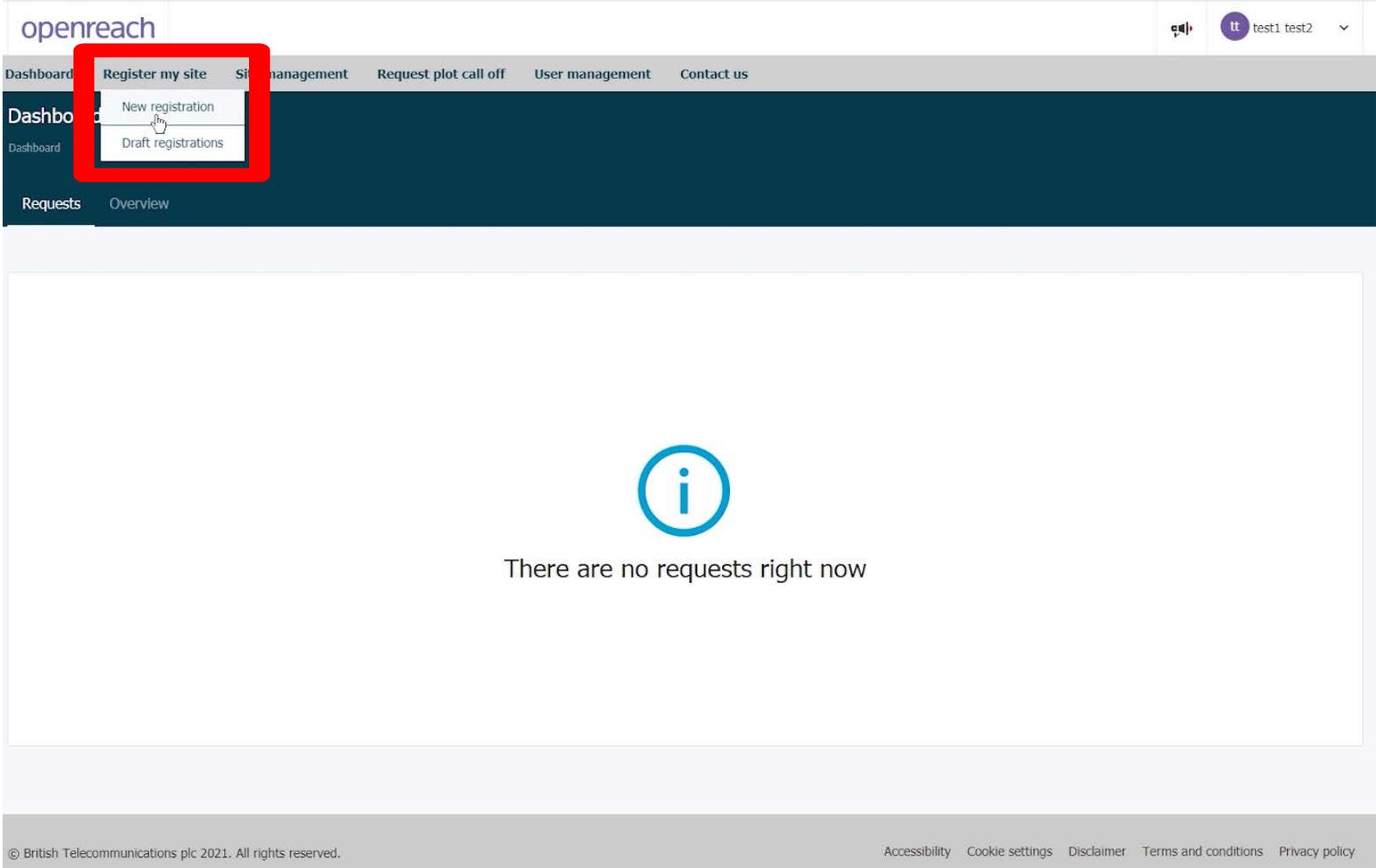
Council addressing

30+ Registration

Site reparenting

More information

1) Hover over the 'Register my site' option and click 'New registration'.



The screenshot shows the Openreach website dashboard. The top navigation bar includes the 'openreach' logo, a user profile 'tt test1 test2', and several menu items: 'Dashboard', 'Register my site', 'Site management', 'Request plot call off', 'User management', and 'Contact us'. The 'Register my site' menu is open, showing 'New registration' and 'Draft registrations' options. A red box highlights this menu, and a mouse cursor points to 'New registration'. Below the navigation bar, the main content area displays a large blue information icon and the text 'There are no requests right now'. The footer contains copyright information and links for 'Accessibility', 'Cookie settings', 'Disclaimer', 'Terms and conditions', and 'Privacy policy'.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

2) Click 'Register here' next to the type of site you want to register.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

openreach

tt test1 test2

Dashboard Register my site Site management Request plot call off User management Contact us

2-19 plots
Residential only or mixed residential/commercial sites
[Register here](#)

1-19 plots
Commercial only sites
[Register here](#)

20-200 plots for UK region
Register below site types within the range of 20-200 plots for UK region.
Residential only or mixed residential/commercial sites
[Register here](#)

Commercial only sites
[Register here](#)

201+ plots for UK region
Register below site types with 201+ plot range for UK region.
Residential only or mixed residential/commercial sites
[Register here](#)

Commercial only sites
[Register here](#)

Key notes

Single residential sites

Single residential sites are a single new build residential premises on a greenfield site that has not previously had Openreach network to its location.

3) Read the terms and conditions of the full fibre agreement, ensuring you have the authority to submit the application. To proceed, click 'Agree & proceed'.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Full Fibre agreement

Please be aware that this is NOT an enquiry.

A new site that will be built in one phase. In continuing with this registration by clicking on **Agree & proceed** you are agreeing on behalf of your company (the "Developer" as indicated in the form) to:

- Enter into a legally binding contract (New Sites Contract) with Openreach to install Full Fibre infrastructure into your Site; and
- Instruct Openreach to commence planning and build activity.

Full terms and conditions of the New Sites Contract can be found [here](#).

If you were to change your mind or if your company wanted to terminate the New Sites Contract with Openreach, we may seek to recover damages in accordance with the terms and conditions of the New Sites Contract.

By clicking on **Agree & proceed**, you represent and warrant that you are duly authorised to (i) enter into the New Sites Contract on behalf of your company(the Developer); and (ii) register the site with Openreach in accordance with the New Sites Contract.

Please note Openreach will only install Copper service lines if we are the main network provider of Full Fibre for the residential connections.

If you only require Copper service lines or are using a different network provider other than Openreach then please do not complete this new sites process. In this situation, Openreach will only provide Lift Lines off the back of an order being placed via one of our service providers. Our Service

1-19 plots
Commercial only
Register here

Commercial only
Register here

Commercial only
Register here

Cancel **Agree & proceed**

Plot call off

Council
addressing

30+
Registration

Site
reparenting

More
information

4) You'll now be entered into the first section for registration, Location details. On this page fill out the location details for the site using the help hover bubbles for further information.

Key points to note –

1. The site name must include your reference for the site, with at least the street name
2. The site postcode must include the full postcode, if you only have a partial postcode, please enter the first part of the postcode and designate '1CC' as the end. E.g. EC1A 1CC
3. The full six figure grid reference must be entered for each X and Y co-ordinates
4. You'll only be able to click the 'Next' button when all the field are filled in with the correct format

The screenshot shows the 'Site management' interface for registering a site. The 'Location details' step is the first and is highlighted with a red box and a '1' in a green circle. The form contains the following fields:

- Site name: Test Site (41 characters remaining)
- Site address: Test Street (39 characters remaining)
- Postal town: Test Town (41 characters remaining)
- Site postcode (e.g. IP5 3RE): IV23 2PQ
- X (Easting): 235137
- Y (Northing): 870440

At the bottom right, there is a 'Save as draft' button and a 'Next' button, which is highlighted with a red box.

5) On the next screen, you'll see the Site details.

On this page, you'll see an NSI reference number has been designated for your site. Fill the relevant questions choosing the site type (Mixed residential/commercial sites) and choose 'Yes' or 'No' for Developer Self-install (DSI). [Click here](#) for more information about DSI.

The screenshot displays the 'Site management' dashboard with a progress bar indicating four steps: 1. Location details (completed), 2. Site details (current step), 3. Contact details, and 4. Document upload. The 'NSI reference' field is highlighted with a red box and contains the value 'ALG/014'. Below this, the 'Basic details' section is expanded to show the following form fields:

- What is the type of site which you want to register?**
Site type: Mixed residential/commercial sites
- Will the developer self-install this equipment?**
Yes (selected) No
- Please select the expected start date for the site that you are registering.**
Site start date: 01/09/2020
- Please select the first service date for the site that you are registering.**
First service date: 05/11/2020

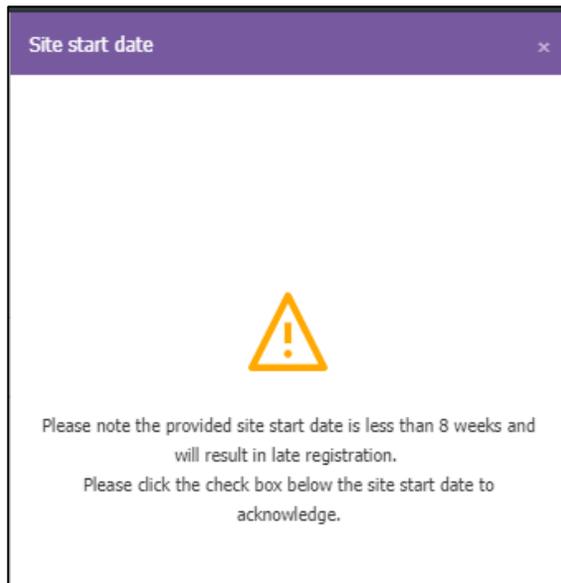
Plot call off

Council addressing

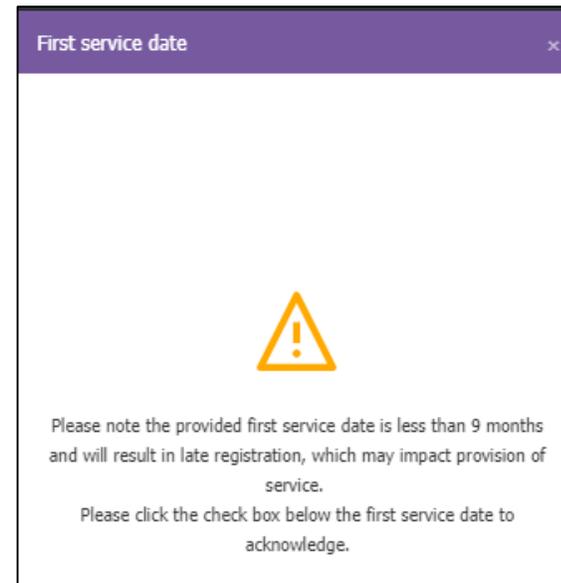
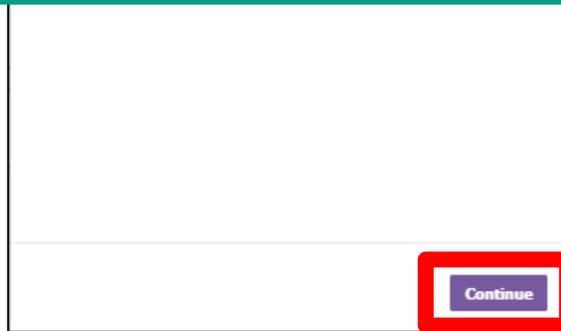
30+ Registration

Site reparenting

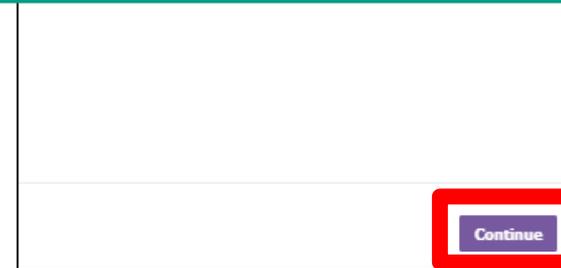
More information



Please note, for the expected Site Start Date (SSD) this may result in late registration if submitted less than eight weeks. Simply click on 'Continue' and tick the check box to accept these terms presented.



Please note, for the First Service Date (FSD) this may result in late provision of service if submitted less than nine months from registration date. To accept this, click on 'Continue' in the pop-out and tick the check box agreement presented.



6) Next, fill out the questions for Planning Permission and wayleave details, entering the details for the planning authority reference and the local authority name.

Plot call off

Council addressing

30+
Registration

Site reparenting

More information

Planning permission and wayleave details [-]

Is wayleave granted by developer?
 Yes No

Please enter the planning authority reference.

50 characters remaining

Please enter the local authority's name.

50 characters remaining

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

7) Provide the number of plots in the Plot details section.

Please note, currently only one phase is supported for sites with 30 or more plots. The ultimate site size is a prediction based on the total predicted number of plots for future developments. If the plot number is the same as the ultimate site size, no more phases can be added in future.

Proceed to choose the Plot type in the Plots break-up table. Please note that one Maisonette is equivalent to two plots. Ensure that the total value is equal to the number of plots to be built (as in Question one).

Plot details

Please note: The current portal supports 1 phase of upto 200 plots. We are working on a solution to support more than 200 plots.

How many plots are you building in this registration?

Number of plots
30

The number of plots in this registration is equal to the ultimate site size. Are you registering all the plots for this whole site in a single registration? Please note no more phases can be added to this site in future.

How many phases do you require in this registration?

Number of phases
1

What is the estimated ultimate site size? (This includes total number of plots for this registration and any future developments)

Estimated ultimate site size
30

Phase 1 details

Plots break-up table

Unit Name	Number of plots
SDU Single dwelling unit includes houses, bungalows, etc.	20
SBU Single business unit includes shops, salons, clinics etc	1
MDU Flats Multi dwelling unit includes flats, commercial centers etc.	9
Maisonettes Maisonettes can be shops, houses etc	0
Total	30

8) For **MDU Flats** – (Multi dwelling unit includes flats, commercial centres etc.)

Choose the MDU blocks and number of floors, then populate the number of plots per floor. Again ensuring that the total plot number is equivalent to the number of MDU blocks selected.

MDU details

How many MDU blocks are you building?

Number of blocks
3

Please enter the number of floors per block and number of plots per floor.

Floor 5	Floor 5		
Floor 4	Floor 4		
Floor 3	Floor 3	Floor 3	
Floor 2	Floor 2	Floor 2	
Floor 1	1	1	1

Block name	Red	White	Blue
Number of floors	5	3	1
Block total	1	1	1

Total 3

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

9) If Copper lines are required please designate the number of lines required. Also choose the additional permanent service lines including enablement or care lines.

If you need to add any further details regarding the site, please do so using the 'Special notes' section.

Once all the sections are filled in the correct format, move onto the next section using the 'Next' button.

The screenshot shows a web form titled "Copper lines" with the following sections:

- Do you require any lift lines?** Radio buttons for Yes (selected) and No.
- Please state how many lifelines are required?** Input field with "Number of lift lines" and value "2".
- Do you require any additional permanent service lines for your site?** Radio buttons for Yes (selected) and No.
- Please state how many permanent enablement lines are required?** Input field with "Number of Permanent enablement lines" and value "3". Example text: "For example: CCTV, alarm lines, door entry, metering/monitoring stations and pumping stations."
- Please state how many permanent care lines are required?** Input field with "Number of Permanent care lines" and value "3". Example text: "For example: Bed side monitoring systems and pull cords."
- Special notes (Optional)** Section with a red box around the label and a "Maximum of 200 characters" note.

At the bottom right, there are two buttons: "Save as draft" and "Next", with the "Next" button highlighted by a red box.

10) Enter the contact details for the onsite project manager or site agent.

An alternative contact can also be provided as reference for the site registration.

The screenshot displays the 'Site management' interface with a progress bar at the top. The progress bar has four steps: 'Location details' (checked), 'Site details' (checked), 'Contact details' (highlighted with a red box and the number 3), and 'Document upload' (4). Below the progress bar, the 'Contact details' section is active, showing a form with the following fields:

- Name:** Muhammad Bhoyroo (34 characters remaining)
- Contact number:** 07484023136 (18 characters remaining)
- Email Address:** developer.portal.feedback@openreach.co.uk (213 characters remaining)
- Alternative contact details:**
 - Name (Optional):** (50 characters remaining)
 - Contact number (Optional):** (29 characters remaining)
 - Email Address (Optional):** (254 characters remaining)

At the bottom right of the form, there are two buttons: 'Save as draft' and 'Next'. The 'Next' button is highlighted with a red box. A '<Back' link is visible at the bottom left of the form area.

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

11) On the final section for Document upload, following instructions on the left hand side to upload the location plan and site plan.

To upload a file, first browse or drag and drop from your computer and click 'Upload'. Each file must be uploaded one at a time.

Please note the accepted document formats including (.doc, .docx & .pdf) for location plan and (.doc, .docx, .dxf & .pdf) for site plan. Only one file must be uploaded.

For MDU floor plans, the Openreach reception team will contact you post registration.

Dashboard Register my site Site management Request plot call off User management Contact us

New registration < Start new registration

Dashboard > New registration

Location details Site details Contact details **Document upload**

NSI reference : PGT/19M

Document upload Know more about the documents to be uploaded for different site types. [Notes and guidance](#)

Instructions	Document	Select a document	Upload
<ul style="list-style-type: none"> - Browse the file and click Upload or - Drag and drop a file on the dotted grey section and click Upload - For Site plan the file format should be .doc, .docx, .dxf & .pdf - For Location plan the file format should be .doc, .docx & .dxf 	Site plan	<div style="border: 1px dashed grey; padding: 5px; text-align: center;"> Drag and drop or browse to a file to upload it. </div>	<div style="border: 1px solid grey; padding: 5px; text-align: center;"> Upload </div>

12) Please ensure that the success message appears after each file is uploaded. Please note, depending on file size, this may take a while to appear.

Location details Site details Contact details Document upload

NSI reference : MR/ARD/302

Document upload

Document	Select a document	Upload						
Location plan	<table border="1"><thead><tr><th>Document name</th><th>Uploaded by</th><th>Date & time</th></tr></thead><tbody><tr><td> _MR_ARD_302_Location Plan_1.pdf</td><td>surya.nalla@bt.com</td><td>24/12/2019 11:55:06</td></tr></tbody></table>	Document name	Uploaded by	Date & time	_MR_ARD_302_Location Plan_1.pdf	surya.nalla@bt.com	24/12/2019 11:55:06	<input type="button" value="Upload"/>
Document name	Uploaded by	Date & time						
_MR_ARD_302_Location Plan_1.pdf	surya.nalla@bt.com	24/12/2019 11:55:06						
Site plan	<table border="1"><thead><tr><th>Document name</th><th>Uploaded by</th><th>Date & time</th></tr></thead><tbody><tr><td> _MR_ARD_302_Site Plan_1.pdf</td><td>surya.nalla@bt.com</td><td>24/12/2019 11:55:18</td></tr></tbody></table> <p>You have successfully uploaded the site plan.</p>	Document name	Uploaded by	Date & time	_MR_ARD_302_Site Plan_1.pdf	surya.nalla@bt.com	24/12/2019 11:55:18	<input type="button" value="Upload"/>
Document name	Uploaded by	Date & time						
_MR_ARD_302_Site Plan_1.pdf	surya.nalla@bt.com	24/12/2019 11:55:18						

Back Save as draft Submit

© British Telecommunications plc 2019. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

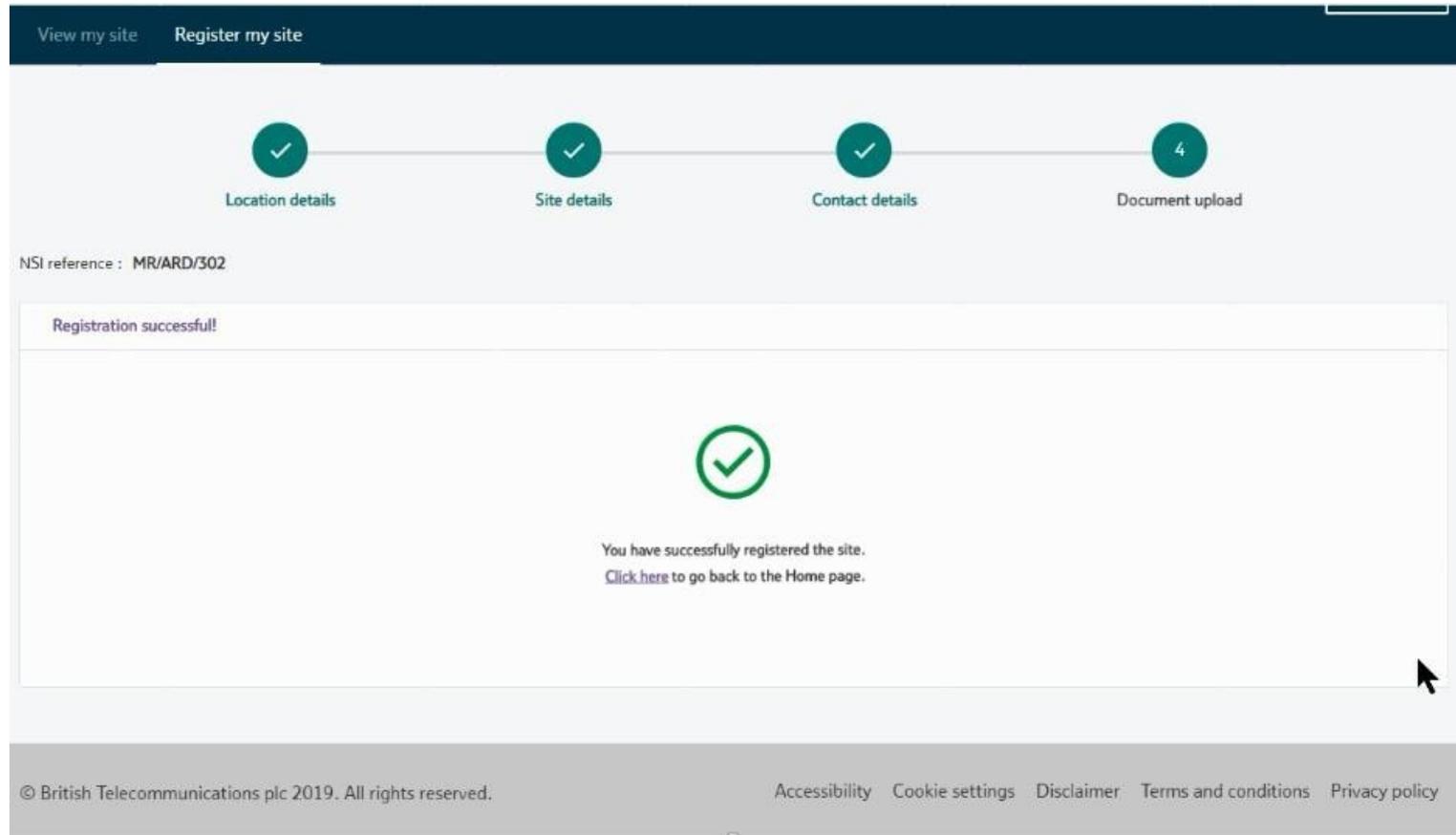
Council addressing

30+ Registration

Site reparenting

More information

13) To complete your registration, simply click on 'Submit' and wait for the successful registration message. Please take note of your NSI reference for the site you've submitted.

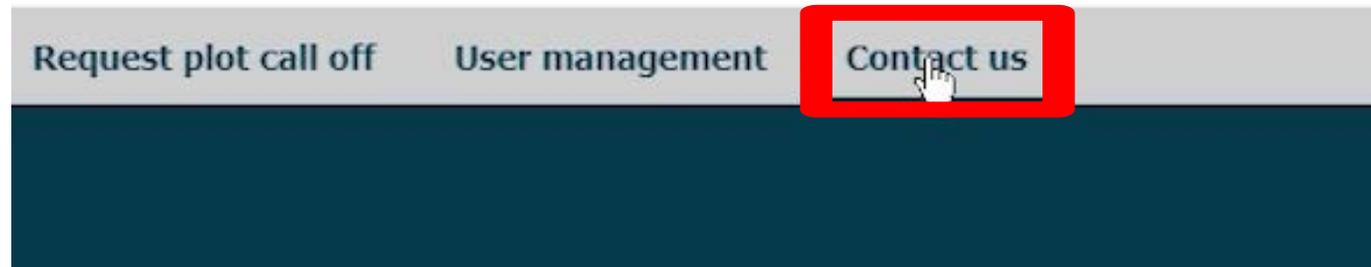


Have any further questions or need further support?
Please contact
developer.portal.feedback@openreach.co.uk

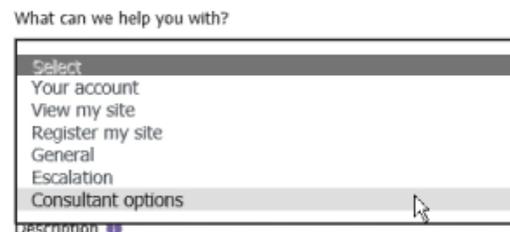
Site reparenting

After registering a site as a consultant company it will need to be associated with the relevant developer. This is easily done through the developer portal contact us option:

1) Click the 'Contact us' option on the top menu



2) From the dropdown menus select 'Consultant options' and 'Move a site from your consultant company to a registered developer company'



Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

3) In the 'Description' field enter the site NSI reference, the name of your consultant company and the name of the developer the site will be moved to, then click submit

Description ⓘ

NSI Reference: ABC/12A
From company name: ABC Ltd
To company name: XYZ Construction Ltd

4) A confirmation screen will show the request has been submitted successfully and will be processed within 48 hours



Your request for support has been successfully submitted.
The case number for your request is **00210871**. An email confirmation will be sent to your registered email address.

Please note, we will address your request within 48 hours. If you do not hear from us within 48 hours, you can raise an escalation against this case number.

More information

Please visit: <https://www.developers.openreach.co.uk/developerportal/index> for more information. If you have any issues or additional questions, please fill out the 'Contact us' form located on the portal by clicking 'Help & Contact us'.

Contact us ×

User information Report or escalate

First name

Last name

Email address

Contact number

Close Next

Contact us ×

User information Report or escalate

Services

Case type

Case category

Issue description

< Back Close Submit

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Thank you for reading!

Please contact us if you notice anything that isn't covered in this guide.

<https://www.developers.openreach.co.uk/developerportal/index>



Plot call off

Council
addressing

30+
Registration

Site
reparenting

More
information

LEARNING & DEVELOPMENT
being the best you can be

openreach
Connecting you to your network