

For advisers

Our new  
platform

# nucleus<sup>o</sup> platform

How to place  
a one-off or  
regular buy

 3 minute read



## How to place a one-off or regular buy

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### How to use this document



Important information will look like this.

Key messages

Key messages will look like this.



Useful info will look like this.

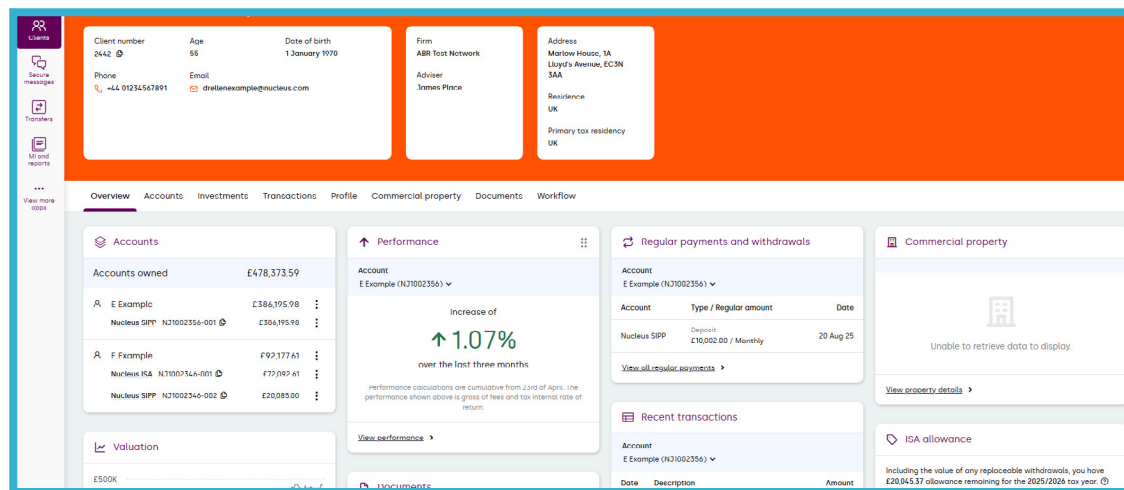


We recommend using the zoom function to view the details on the platform screens in this guide.

## How to place a one-off or regular buy

To place the regular or one-off buy, you first need to find your client. Please refer to the guides on our website to search for a client or create a new client.

Once you've located your client, you can refer to this guide to proceed with placing the buy instruction.



From the client home page, locate the relevant account and select the vertical ellipses (three dots).

A list of actions will appear. To place the buy, select **'Buy'**.



All trades will take place at the next available trading point for the asset, in line with our order execution policy.

Ensure there's sufficient available cash to cover your buy order.

The screenshot displays a client dashboard for 'Dr Ellen Example' with a total balance of £478,373.59. The dashboard is divided into several sections:

- Client Information:** Client number 2442, Age 55, Date of birth 1 January 1970, Firm ABR Test Network, Adviser James Place, Address Muslow House, 1A Lloyd's Avenue, EC1M 3AA, Residence UK, Primary tax residency UK.
- Accounts:** A table listing accounts owned with their balances and a dropdown menu for actions. The 'Buy' action is highlighted for the 'Nucleus ISA' account.
- Performance:** A chart showing an increase of 1.07% over the last three months.
- Regular payments and withdrawals:** A table showing regular payments for the 'Nucleus SIPP' account.
- Commercial property:** A section indicating that data is unavailable for display.
- Recent transactions:** A section showing recent transactions for the 'Nucleus SIPP' account.

## Placing a one-off buy

Confirm if financial advice has been provided to your client.

Select **'One-off'**.

Select **'Next: Buy investment'** to move on to the buy investment page.

### Key message

At any stage you can save and exit the session. To resume the session, navigate to the workflow tab within the client's account.

The screenshot displays a web form titled "Buy Set up" for a client named "Ellen Example". The form is divided into two main sections: "Financial advice" and "Set up".

- Financial advice:** A section with the heading "Financial advice" and a question: "Did you give financial advice to your client in relation to this instruction?". Below the question are two radio buttons: "Yes" (which is selected) and "No".
- Set up:** A section with the heading "Set up" and a sub-heading "Order type". Below this are two radio buttons: "One-off" (which is selected and highlighted with a blue circle) and "Regular".

On the right side of the form, there is a sidebar titled "Buy" containing a progress indicator with four steps: "1. Set up", "2. Buy investment", "3. Review", and "4. Confirmation". Below the progress indicator are three buttons: "Save and exit", "Cancel", and "Next: Buy investment" (which is highlighted with a blue border).

Client information is displayed in the top right corner: "Ellen Example", "Client ID: 2442", "Product reference: N31002356-001", and "Product: Nucleus SIPP".

## Buy investment

Select '%' or '£'. Please note, if a percentage is selected, you'll be required to specify the estimated total buy order value.

Confirm if you would like to use assets currently held on the account or new assets, as the investment choice.

### Key message

Selecting 'Use current assets' will show your current investment holdings without a percentage allocation for each investment.

If an investment you hold can't be purchased as part of this instruction, you won't be able to enter a value against it.

The screenshot shows a 'Buy investment' form for a client named Ellen Example. The form is titled 'Buy investment' and includes the following fields and options:

- Buy order type:** One-off
- Available cash:** £32,420.80
- Estimated total buy order value:** £2,000.00
- Value type:** A dropdown menu with options for '%' and '£'.
- Do you want to trade in investments already held?:** Radio buttons for 'Use current assets' and 'No'.

On the right side of the form, there is a progress indicator for the 'Buy' process:

1. Set up ✓
2. Buy investment
3. Review
4. Confirmation

Buttons for 'Save and exit', 'Cancel', and 'Next: Review' are visible at the bottom of the form.



Your client can now hold loose assets, multiple model portfolios, ETIs, and other investments, all within the same account.

If you've selected new assets, enter the investment name into the search bar, then select the investment from the results.

If you've selected £, enter a monetary amount for each investment.

If you've selected %, enter a percentage amount for each investment.

The total must equal 100%.

If an investment manager (IM) has been selected, confirm the IM basis from the drop-down list.

Select **'Next: Review'** to move on to the review page.

The screenshot shows a web interface for selecting investments. At the top, there are navigation tabs: Funds, Exchange traded, Cash products, Managed portfolios, and Adviser portfolios. Below these are sub-tabs: Investment manager / stockbroker accounts and Other investments. A search bar with a magnifying glass icon is present, with a 'Favourites' link and an 'Advanced search' link below it. The main section is titled 'Investment choices' and contains a table with two columns: 'Investment name' and 'Allocation (£)'. The table lists two investments: '7IM AAP Balanced C Acc' with an allocation of £ 1000, and 'BlackRock Asia D Acc' with an allocation of £ 100%. A 'Total' row at the bottom shows an allocation of £2,000.00. On the right side of the interface, there is a purple button labeled 'Next: Review'.

Investment name	Allocation (£)
7IM AAP Balanced C Acc	£ 1000
BlackRock Asia D Acc	£ 100%
Total	£2,000.00

## Review

Review the instruction details for accuracy. Use the 'pencil' icon to make any necessary changes.

All relevant documents will be produced here.



Documents will be available to download from the documents library.

Buy Ellen Example  
Client ID: 2442  
Product reference: NJ1002356-001  
Product: Nucleus SIPP

### Review

Review

Buy order type One-off

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Investments to buy ✎

Investment	Buy Value
7IM AAP Balanced C Acc	£1,000.00
BlackRock Asia D Acc	£1,000.00
Estimated net order value ⓘ	£2,000.00

Documents

Document list

- 📄 [Key Information Document](#)
- 📄 [Target Market Information](#)

Buy

1. Set up ✓
2. Buy investment ✓
3. **Review**
4. Confirmation

Save and exit

Cancel

Submit

Read through the declarations and tick to confirm completion.

Select **'Submit'** to place the one-off buy.

The screenshot displays a web interface for placing a buy order. It is divided into two main sections: a primary form area on the left and a sidebar on the right.

**Documents Section:**

- Documents:** A header for the document upload area.
- Document list:** A list of uploaded documents, including:
  - Key Information Document
  - Target Market Information

**Declarations Section:**

- Information provided:** A checkbox is checked, indicating the user understands their responsibility to complete and send any additional information required to Nucleus.
- Disclosure:** Three checkboxes are checked, confirming that the user has provided all required regulatory disclosure documents, that their client(s) are eligible to invest, and that they have informed their client(s) of their cancellation rights.
- Investments:** A checkbox is checked, confirming that the user has considered the target market for the investment selection(s) made.
- Confirm all:** A checkbox at the bottom of the declarations section is checked.

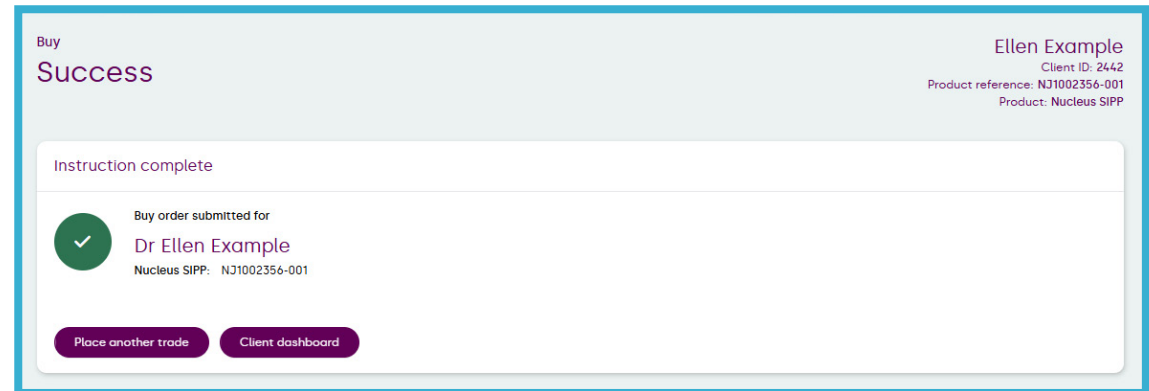
**Buy Progress Sidebar:**

- Buy:** A progress indicator showing the steps completed:
  1. Set up (Completed)
  2. Buy investment (Completed)
  3. Review (In Progress)
  4. Confirmation (Upcoming)
- Buttons:** Three buttons are visible:
  - Save and exit
  - Cancel
  - Submit (highlighted in purple)

## Confirmation

The one-off buy instruction has been successfully submitted.

From here, you can place another trade or return to the client dashboard.



## Placing a regular buy

Confirm if financial advice has been provided to your client.

Select **'Regular'**.

Select a start date, frequency and the duration.



The start date can be any date from 1 - 28 of the month.

Select **'Next: Buy investment'** to move on to the buy investment page.

Buy Set up

Ellen Example  
Client ID: 2442  
Product reference: NJ1002356-001  
Product: Nucleus SIPP

Financial advice

Did you give financial advice to your client in relation to this instruction?  
 Yes  No

Set up

Order type  
 One-off  Regular

Start date: 01/08/2025  
Frequency: Monthly

Continue: Until date  
Until date: 01/01/2026

Buy

1. Set up
2. Buy investment
3. Review
4. Confirmation

Save and exit

Cancel

Next: Buy investment

## Buy investment

Confirm if you'd like to use assets currently held on the account or new assets, as the investment choice.

### Key message

Selecting 'Use current assets' will show your current investment holdings without a percentage allocation for each investment.

The screenshot shows a 'Buy investment' form for a client named Ellen Example. The form is divided into two main sections: 'Choose investments to buy' and a progress sidebar.

**Client Information:** Ellen Example, Client ID: 2442, Product reference: NJ1002356-001, Product: Nucleus SIPP.

**Choose investments to buy:**

Buy order type	Regular
Start date	1 Aug 2025
Frequency	Monthly
Continue	Until 1 Jan 2026

Available cash: £30,420.80

Estimated total buy order value ⓘ: £0.00

Do you want to trade in investments already held? ⓘ


Use current assets     No

**Progress Sidebar:**

- 1. Set up ✓
- 2. Buy investment
- 3. Review
- 4. Confirmation

Buttons: Save and exit, Cancel, Next: Review

If you've selected new assets, select the investment type across the headings shown.



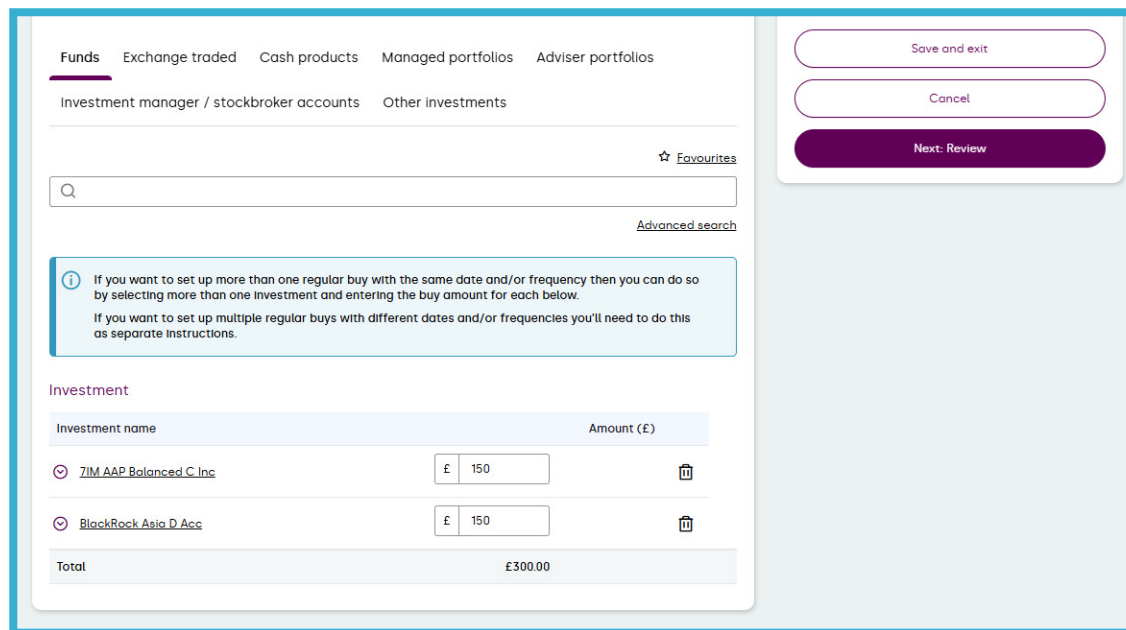
Your client can now hold loose assets, multiple model portfolios, ETIs, and other investments, all within the same account.

If you've selected new assets, enter the investment name into the search bar, then select the investment from the results.

Enter a monetary amount for each investment.

If an investment manager (IM) has been selected, confirm the IM basis from the drop-down list.

Select '**Next: Review**' to move on to the review page.



The screenshot shows a web interface for selecting investments. At the top, there are navigation tabs: 'Funds', 'Exchange traded', 'Cash products', 'Managed portfolios', and 'Adviser portfolios'. Below these are sub-tabs: 'Investment manager / stockbroker accounts' and 'Other investments'. A search bar with a magnifying glass icon is present, with a 'Favourites' link and an 'Advanced search' link. An information box contains instructions: 'If you want to set up more than one regular buy with the same date and/or frequency then you can do so by selecting more than one investment and entering the buy amount for each below. If you want to set up multiple regular buys with different dates and/or frequencies you'll need to do this as separate instructions.' Below this is an 'Investment' table with columns for 'Investment name' and 'Amount (£)'. The table lists two investments: '7IM AAP Balanced C Inc' and 'BlackRock Asia D Acc', each with a '£ 150' amount and a trash icon. A 'Total' row shows '£300.00'. On the right side, there are three buttons: 'Save and exit', 'Cancel', and 'Next: Review'.

Investment name	Amount (£)
7IM AAP Balanced C Inc	£ 150
BlackRock Asia D Acc	£ 150
<b>Total</b>	<b>£300.00</b>

## Review

Review the instruction details for accuracy. Use the 'pencil' icon to make any necessary changes.

All relevant documents will be produced here.



Documents will be available to download from the documents library.

Buy Ellen Example  
Client ID: 2442  
Product reference: N31002356-001  
Product: Nucleus SIPP

### Review

#### Review

Buy order type	Regular
Start date	1 Aug 2025
Frequency	Monthly
Continue	Until 1 Jan 2026

#### Investments to buy

Investment	Buy Value
7IM AAP Balanced C Inc	£150.00
BlackRock Asia D Acc	£150.00
<b>Estimated net order value</b> ⓘ	<b>£300.00</b>

#### Documents

Document list

- 📄 [Key Information Document](#)
- 📄 [Target Market Information](#)

#### Buy

1. Set up ✓
2. Buy investment ✓
3. **Review**
4. Confirmation

Save and exit

Cancel

Submit

Read through the declarations and tick to confirm completion.

Select '**Submit**' to place the regular buy.

The screenshot shows a 'Declarations' form with the following sections and content:

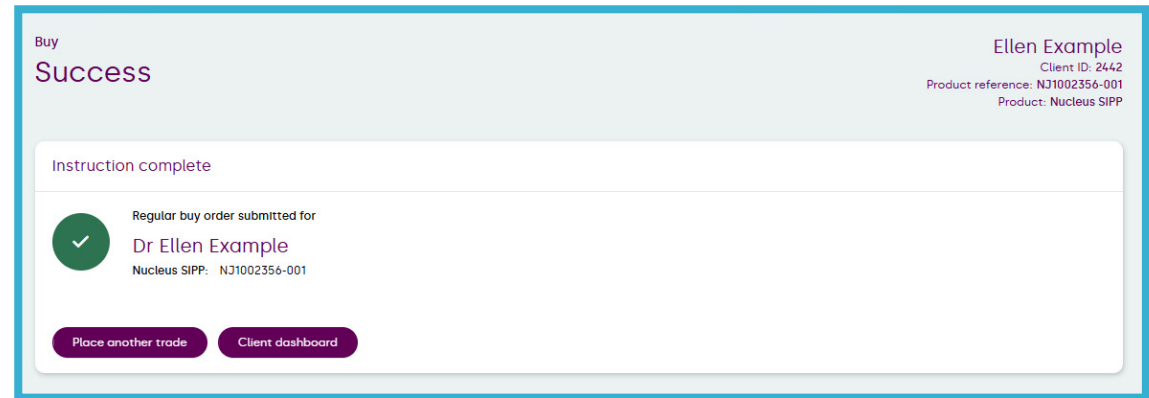
- Declarations**
- Information provided**
  - I understand it's my responsibility to complete and send any additional information required to Nucleus in relation to this application, as shown in the previous 'Documents' page or as otherwise required.
- Disclosure**
  - I've provided my client(s) with all required regulatory disclosure documents including, as applicable, a key features illustration, Key Information Documents (KIDs)/Key Investor Information Documents (KIID)/Key Investor Information documents (NURS KII), and costs and charges documents for the relevant product and/or investment.
  - I confirm that my client(s) are eligible, under the Platform Services terms and conditions in accordance with applicable law and regulations and the terms of the relevant investment provider(s) or issuer(s), to invest in the chosen investment(s).
  - I've told my client(s) about their cancellation rights in relation to buying collective investments.
  - I have appropriate consent from my client(s) to give this instruction on their behalf.
- Investments**
  - I confirm that I've considered the target market for the investment selection(s) made and that my client(s) fall within this.
- Confirm all


On the right side of the form, there are three buttons: 'Save and exit', 'Cancel', and 'Submit'.


## Confirmation


The regular buy instruction has been successfully submitted.

From here, you can place another trade or return to the client dashboard.



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**For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 03455 212 414, or via the Typetalk service on 18001 03455 212 414.**

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