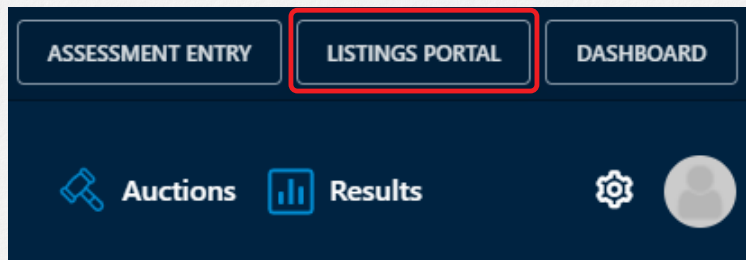
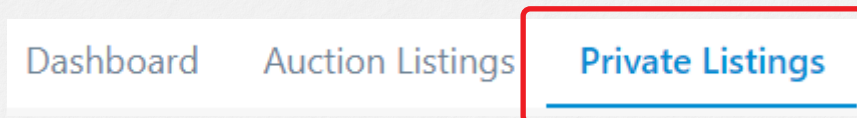


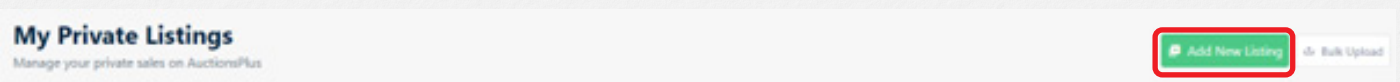
1. Log in to your AuctionsPlus account
2. Select 'Listings Portal' at the top right of your screen, next to 'Assessment Entry'



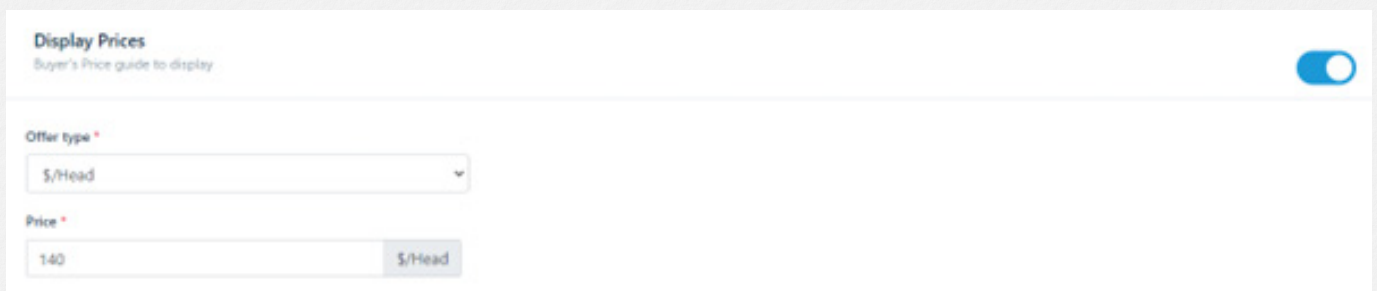
3. Next, select 'Private Listings' at the top left of your screen



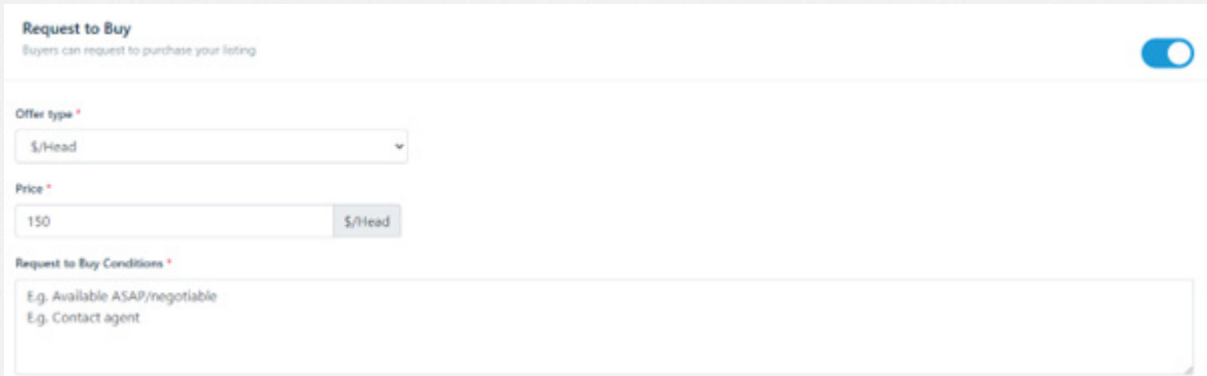
4. Select 'Add new listing'



5. Select the relevant commodity: Livestock, Machinery or Other
6. Select the relevant category
7. Enter the information to create your listing – any sections with a red asterisk is mandatory
8. Prices – two options
  - a. Display prices in either \$/head or c/kg and insert asking price which will be displayed on the listing



b. Request to buy – buyers can request to buy the lot at the asking price which then needs to be approved/rejected by the agent



The screenshot shows a 'Request to Buy' form. At the top, there is a title 'Request to Buy' and a subtitle 'Buyers can request to purchase your listing'. A blue toggle switch is turned on. Below this, there is a section for 'Offer type' with a dropdown menu set to '\$/Head'. A 'Price' field contains the number '150' and a '\$/Head' unit selector. At the bottom, there is a 'Request to Buy Conditions' text area with examples: 'E.g. Available ASAP/negotiable' and 'E.g. Contact agent'.

9. Prior to entering your media, save your listing via the button at the top of the page or the very bottom

a. Agree to terms & conditions and select 'create listing'

10. Add relevant media

11. Save

12. Publish on website – you can also preview the listing prior to publishing it

13. To make any edits, unpublish the listing, make changes then hit save, and publish.

*Listing is valid for 30 days.  
The listing will then 'expire' and be removed from the website.*