



WELCOME TO BEFORE YOU BID

This Document will show you how to put
an order through our Portal.



Before you bid



Click on the Green Icon on the right handside.

- Login with your email address and password. If you don't have a password set up call us on 1300 253 761.

Click on Order Report to get started add vendor lead if you wish for the Vendor to pay or Direct purchase if agent paying on Vendor's behalf and charging them in marketing



Follow the
prompts

Add a Vendor Lead

1. Property Details

Property Address *

6/34 Gladstone Street, Bexley NSW, Australia

Is the property going to auction? *

Yes No

Is the BYB button on your website? *

Yes No

NEXT

Choose the report type and submit

2. Report



Building & Pest Report

Pool Report

Strata Report

NEXT

Choose the suitable Vendor model.

3. Vendor Model

VM1

Reports sold at level 4 with a refund to the vendor on each sale

[More Details](#)

VM2

Reports sold at minimum price with no refund to the vendor

[More Details](#)

VM3

Reports sold at minimum price with refund to the vendor if successful buyer

[More Details](#)

POPULAR

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Link up any agents you want to receive notifications

5. Agent Details

John Grisham

Link additional agents...

Naomi Simson

Sellers Sammy

Without Credit card

Rachel Simson

Peggy Sue

Select whether you
or the vendor
are paying for
the report

6. Payment

Who is paying for this report?

Selling Agent (myself) Vendor (lead)

Any Questions?

Please contact your Sales
manager or our customer service
team on 1300 253 761