

AutoCommercial.co.uk – Buyers User Guide

Creating a Buyers Account:

1. Select: *Sign in/Create account*
2. Select: *Create Account Here*
3. Complete *Full Name, Mobile and email address*
4. Account Type: Select *General*
5. Create a password – at least 6 characters including a number, lower case and upper case letters.
6. Check box to agree our terms and conditions
7. Select: *Create Account*
8. You will receive an email (if you don't, check junk) asking you to confirm your email address and once you have confirmed your address, you can sign in by entering your email address and password.
9. Sign in to you account using your email address and password and from the Dashboard (ie the screen when you sign in which can also be accessed from My Account) Select *Click Here* in the Buyers box
 - Add Company Name (if applicable). Full name and Contact number should already be completed. Select *Next*
 - Complete address. Select *Next*
 - Complete the Buyers Profile form providing as much information as possible to encourage Sellers to make contact. Select *Next*
 - Select whether you are looking for Businesses, Properties or both.
 - For Businesses select Business Type, Location and Turnover.
 - For Properties select Property type and Location
 - Select *Finish*
10. You can now request more information in relation to any listings which are confidential and do not include contact details. When you request information the

Seller will be able to see your Buyers Profile and contact information as well as receiving confirmation that any information provided will be covered by the AutoCommercial Buyers NDA.

11. You will also be notified as soon as any new properties or businesses which meet your criteria are added to the website.

Business or Property Required Listings

To advertise your specific business or property requirements:

1. From the Dashboard (ie the screen when you sign in which can also be accessed from My Account) Select *Requirements – Advertise New Requirements* followed by *Advertise New Requirement Here*
2. Complete the Create Requirement Listing form:
 - Company Name: *Should be auto completed with your Company name*
 - Requirements: Select *Business or Property*
 - For Business: select *Type of Business, Location and Turnover* and for Property select *Type of Property and Location*. Multiple selections can be made.
 - Listing Summary

Here you can type details of the requirement or you can copy and paste from existing details. (To paste use Control V).

If you want to include a link to another website type the text you want appear (eg More Details), highlight it and click the Insert/edit Link icon above the Summary box (second from the right), copy and paste the website address of the details into the Url box. The Text to display box fills automatically, leave Title blank and change Target from None to New Window followed by Ok.

- Check the box to confirm your agreement to treat any information provided under the terms of the AutoCommercial Buyers NDA.
- Payment Type

Select Pay online to pay by credit card online

Select Pay Administrator if you have already paid or wish to pay in some other way including by credit card over the phone. The Administrator will make contact with you.

- Select *Create Listing*
 - Once payment has been made and the listing has been approved by the Administrator, the listing will go live.
3. The listing will be visible to all users of the website and they will see your Company profile together with your contact details and confirmation that any information provided will be covered by the AutoCommercial Buyers NDA.

Creating a Business or Property for Sale Listing

1. From the Dashboard (ie the screen when you sign in which can also be accessed from My Account) select *Listings for Sale – Create New Listing* and then select *+Create New Listing*
2. Complete the Create New Listing form:

- Listing Type: Select *Property or Business*
- Property or Business Type: Select *Property or Business Type*
- Location: Select *location*
- Confidentiality:

Select *Confidential* if you want to follow the AutoCommercial confidential process where the listing is anonymous and no contact details are provided. Registered Buyers can request more information and you will receive a Profile of the Buyer together with their contact details and confirmation that any information provided will be covered by the AutoCommercial NDA. You can then decide how to respond.

Select *Contact details provided* if you want to include your contact details in the listing or provide a link to details on a website which include contact details.

- Listing Summary

Here you can type details of the Business or Property or you can copy and paste from existing Business or Property Details. (To paste use Control V).

If you want to include a link to the Business or Property details on another website type the Text you want appear (eg More Details), highlight it and click

the Insert/edit Link icon above the Summary box (second from the right), copy and paste the website address of the details into the Url box. The Text to display box fills automatically, leave Title blank and change Target from None to New Window followed by Ok.

- Payment Type

Select: *Pay online* to pay by credit card online

Select: *Pay Administrator* if you have already paid or wish to pay in some other way including by credit card over the phone. The Administrator will make contact with you.

- Select: *Create Listing*
- Once payment has been made and the listing has been approved by the Administrator, the listing will go live.

3. The listing will be visible to all users and if you selected Confidential to go through the AutoCommercial confidential process, Buyers registered with the AutoCommercial website will be able to request more information. Alternatively, if you provided contact details in the listing or via a link, Buyers will make direct contact.