



PetsLivestock

.com.au

7/8/2023

User Guide

ACN: 162 444 957

Business Address: Brands Registry PTY LTD, 106 - 108 Horne Street Sunbury VIC 3429

Postal Address: Brands Registry PTY LTD, PO Box 630 Sunbury VIC 3429.

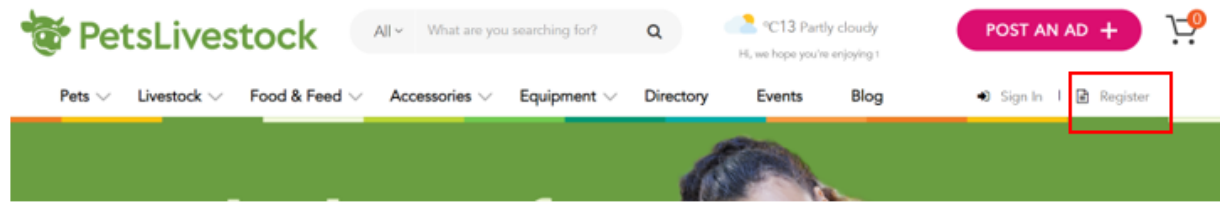
PetsLiveStock - Admin

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How to register an Individual Account

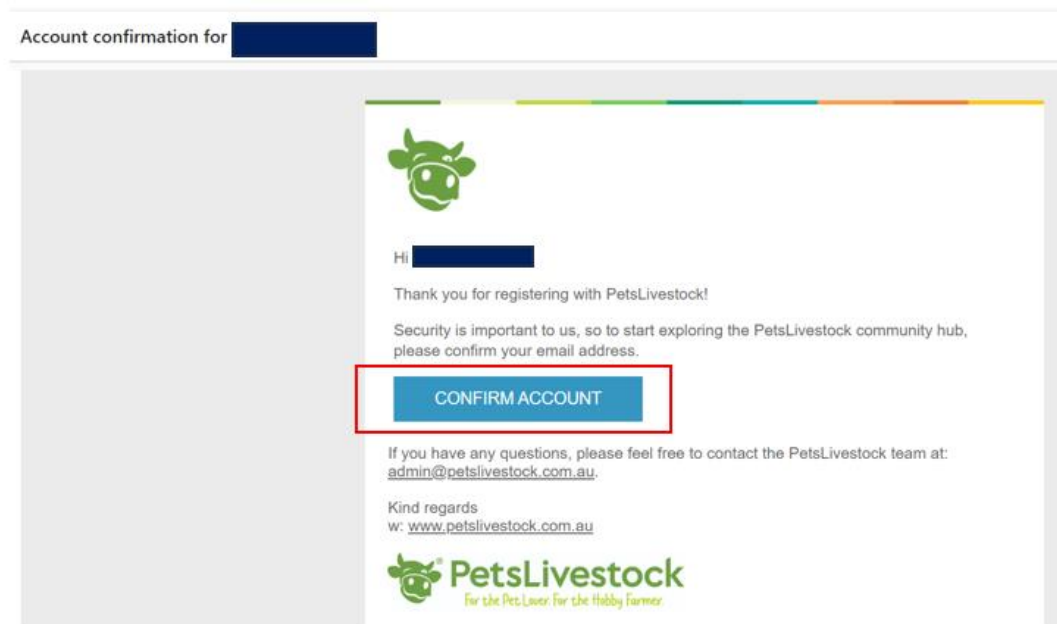
1. Select the "Register" icon at the top right-hand side of the PetsLivestock home page.



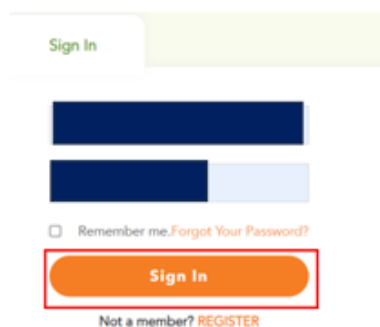
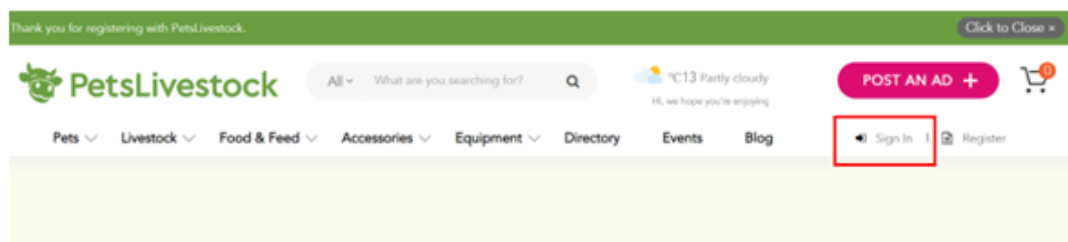
2. Under the "Register as Individual" tab, enter your personal details inclusive of:
 - a. Title
 - b. First Name
 - c. Last Name
 - d. Email Address
 - e. Mobile Number
 - f. For "Password" and "Confirm Password": choose an appropriate password
 - g. Type in the "CAPTCHA" (not case sensitive)
 - h. Tick the "Terms & Conditions" box if you agree and consent to becoming a member of PetsLivestock
 - i. Press the "Register" button

A screenshot of the "Register as Individual" form on the PetsLivestock website. The form is set against a light green background. At the top, there are two tabs: "Register as Individual" (which is active) and "Register a Business". The form contains several input fields: a dropdown menu for titles (currently showing "Mr."), text boxes for "First Name", "Last Name", "Email Address*", and "Mobile Number". To the right of these are text boxes for "Password*" and "Confirm Password*", followed by a CAPTCHA section with the text "Not case sensitive." and "Please type the letters below*", and a CAPTCHA image showing the word "ANGUS" in a stylized font. At the bottom left, there is a checkbox with the text: "By registering, I agree to the terms & conditions and privacy policy and I consent to receiving member communications from PetsLivestockRegistry." At the bottom right, there is a large orange "Register" button and a link that says "Already a member? Sign in".

3. Check your email, where you will receive an "Account Confirmation" email. Please ensure that you check your Junk Mail folder if the email is not in your Inbox. If your confirmatory email has been sent to your Junk Mail, please move the email to your Inbox, and add the PetsLivestock Admin email account as a safe contact. Click on the "Confirm Account" button.



4. You will be sent back to the PetsLivestock webpage. Sign into your account by selecting the "Sign in" icon at the top right-hand side of the PetsLivestock home page, utilizing your email address and password entered during the registration process. Click on the "Sign In" button.

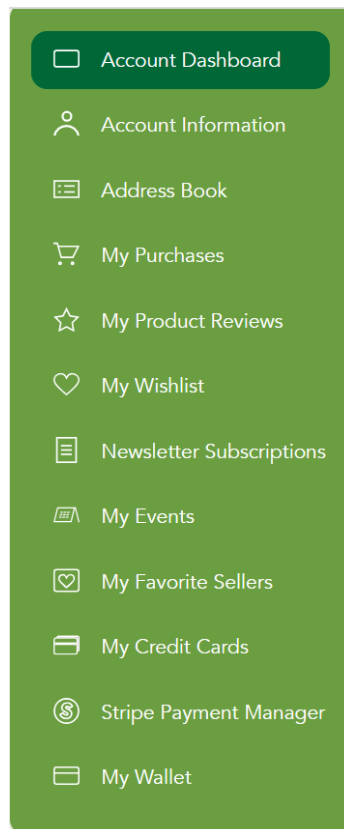


5. You will be sent to your Buyer Dashboard. In the “Account dashboard” tab, enter in your personal information for:
- “Default Billing/Shipping Address”: enter billing address details by going to “Edit”, enter in your billing/shipping address, then press the “Save Address” button.

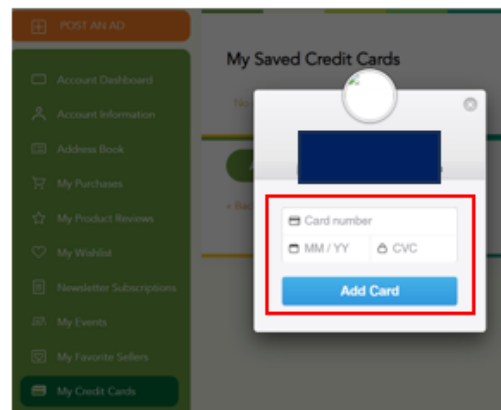
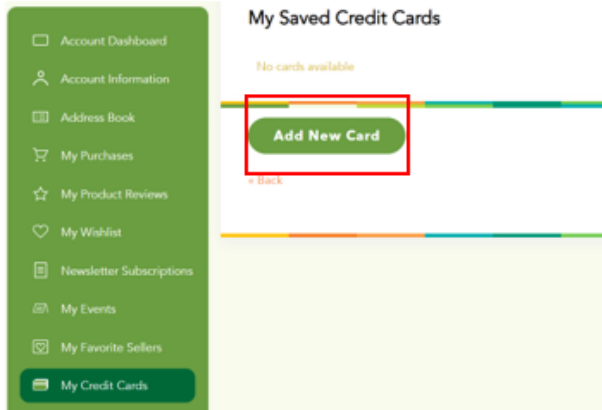
The top screenshot shows the 'Seller Dashboard' with a sidebar menu. The 'Account Dashboard' tab is selected. The main content area shows 'Hello, [redacted]' and a message about account activity. Under 'Account Information', there are two sections: 'Default Billing Address' and 'Default Shipping Address'. Both sections have a red box around the title and a red box around the 'Edit Address' link. Below the 'Default Billing Address' section, there is a 'Contact Information' section with a red box around the 'Edit Password' link. The bottom screenshot shows the 'Contact Information' and 'Address Information' forms. The 'Contact Information' form has fields for Name (Mrs [redacted]), Company, and Fax. The 'Address Information' form has fields for Address Line 1, Address Line 2, State (Victoria), and Country (Australia). There are two checkboxes: 'This is your default Billing Address' and 'This is your default Shipping Address'. A red box highlights the 'Save Address' button at the bottom right.

- Go into “Contact Information”: press “Edit” and make the relevant amendments to your account information (i.e., name, email address). If you would like to add a profile picture to your account, under “Profile Image” press “Choose File”, then import your image. Your image will then appear as a small icon below the “Choose File” button. Press “Save”.

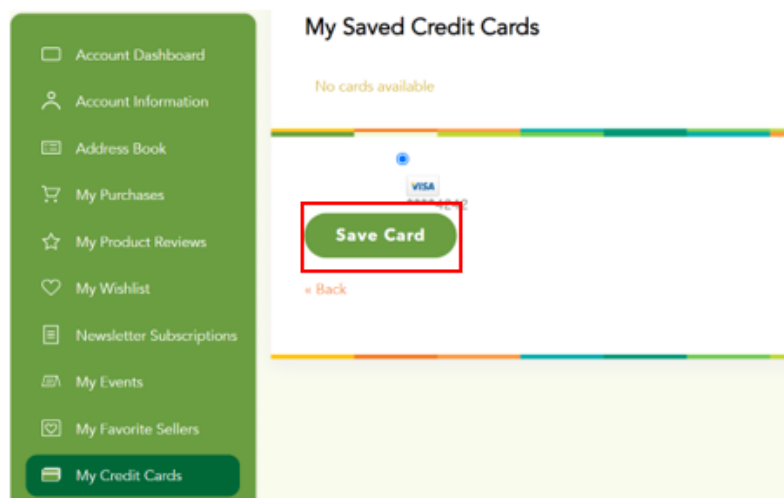
6. The other menu items in your Buyer Dashboard have functionality depending upon what action you want to perform e.g., “My Purchases” will provide a summary of the items you have purchased. “My Events” will be a summary of the events you have created.



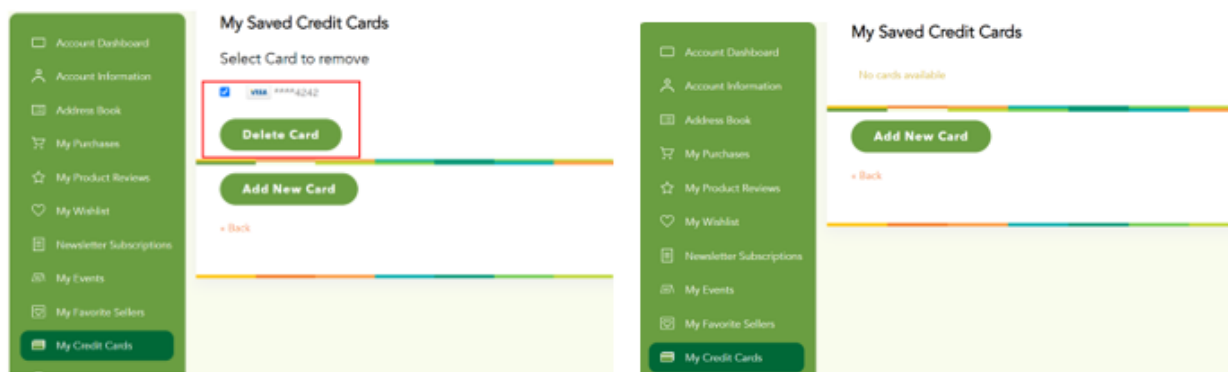
7. In “My Credit Cards”, add in your credit cards details by pressing the “Add New Card” button. Enter in your credit card details:
- Card Number;
 - Expiry (MM/YY);
 - CVC (3-digit code on back of card);
 - Press “Add Card” button.



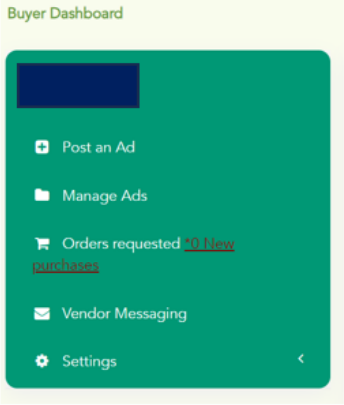
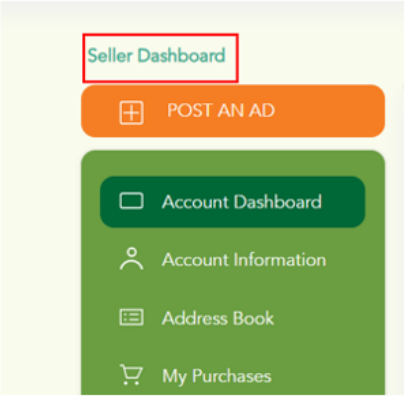
8. You will then be promoted to save the card details. Press "Save Card".



9. If you wish to remove your credit card details, simply go to the relevant saved card, mark the tick box next to it, and press the "Delete Card" button. The card details will then be deleted.



10. Click on the "Seller Dashboard" heading link above your Buyer Dashboard. You will be sent to your Seller Dashboard. The menu items in your Buyer Dashboard have functionality depending upon what action you want to perform e.g., "Post an Ad" will enable you to post an ad (please refer to "How to post an Ad" for further details). "Manage Ads" will enable you to edit any ads you have created (please refer to "How to manage/edit an Ad" for further details).



11. Press "Settings" to view "Shipping Settings" and "Shipping Methods".
- a. In "Shipping Settings", enter the address where the items will be coming from by typing in your address (please note that this is an auto-address fill). When your address appears in the auto-address fill menu, select it. Your address details will then auto-populate into all relevant fields. Press "Save" button. You will then receive a notification stating "The Shipping Settings has been saved".

The screenshot shows the 'Shipping Settings' page in the Buyer Dashboard. On the left is a green sidebar with navigation options: 'Post an Ad', 'Manage Ads', 'Orders requested', 'Vendor Messaging', 'Settings' (highlighted), 'Shipping Settings', and 'Shipping Methods'. The main content area is titled 'Shipping Settings' and contains a section for 'ORIGIN ADDRESS DETAILS'. This section has five input fields: 'street', 'City', 'State/Province', 'Zip/Postal Code', and 'Country'. The 'Country' field is a dropdown menu currently showing 'Australia'. Above the form are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box. At the bottom left of the form is a red 'Back' link, and at the bottom right is a red '* Required Fields' note.

This screenshot shows the same 'Shipping Settings' page after the 'Save' button was pressed. A green notification banner at the top of the main content area displays the message 'The Shipping Settings has been saved.', which is highlighted by a red box. The 'Save' and 'Cancel' buttons remain at the top right of the form area.

- b. In "Shipping Methods", enter what Shipping Method/s you would like for your store. There are 4 options: Advance Flat Rate, Domestic Australian Shipping Method (please select appropriate option), Free Shipping, and Store Pick Up. Under "Active*", use the Yes/No drop-down option to select whether you want to activate that shipping functionality: "Yes" means it will be an available option; "No" means it will not be an available option. Please select which option/s are appropriate for your purposes. Press the "Save" button to finalise and save your shipping options. You will then receive a notification stating "The Shipping Methods has been saved".

Post an Ad

Manage Ads

Orders requested: [Go View Purchases](#)

Vendor Messaging

Settings

Shipping Settings

Shipping Methods

Shipping Methods

Save

Cancel

- Competitive and reasonable shipping costs for consumers, can influence the consumers purchase decision and will increase sales.
- Many consumers sort by and compare shipping costs between vendors, before buying a product.
- We encourage vendors to consider flat rate shipping costs and free shipping over a certain spend (e.g. \$50) where possible.
- This is the approach that leading eCommerce businesses use, which converts into greater sales.
- The maximum weight for Australia Post is 22kgs.
- Please ensure you have considered a shipping option, if the user selects multiple items of your product, which may exceed 22kgs.

ADVANCE FLAT RATE

Active *

No

Type *

Per Order

Handling Type *

Fixed

Price

DOMESTIC AUSTRALIAN SHIPPING METHOD

(22kg max) Use different method if Weight greater than 22kg. Maximum length 105 cm. Maximum Total Dimensions is 0.25 cubic metres. [\(More Info & examples\)](#)

Active *

No

Allowed Method *

-----Please Select-----

Express Post (Next business day)
 Express Prepaid Satchel Small 35.5 x 22cm 5kg (max)
 Express Prepaid Satchel Medium 38.5 x 26.5cm 5kg (max)
 Express Prepaid Satchel Large 40.5 x 31cm 5kg (max)
 Express Prepaid Satchel Extra large 51 x 43.5cm 5kg (max)
 Express Flat rate packaging Small packaging 5kg (max)
 Express Flat rate packaging Medium packaging 5kg (max)
 Express Flat rate packaging Large packaging 5kg (max)
 Express Flat rate packaging Extra Large packaging 5kg (max)

FREE SHIPPING

Active *

No

Allowed Country

Australia

STORE PICKUP

Active *

No

Allowed Country

Australia

[Back](#) * Required Fields

The Shipping Methods has been saved.

Shipping Methods Save Cancel

- Competitive and reasonable shipping costs for consumers, can influence the consumers purchase decision and will increase sales.
- Many consumers sort by and compare shipping costs between vendors, before buying a product.
- We encourage vendors to consider flat rate shipping costs and free shipping over a certain spend (e.g. \$50) where possible.
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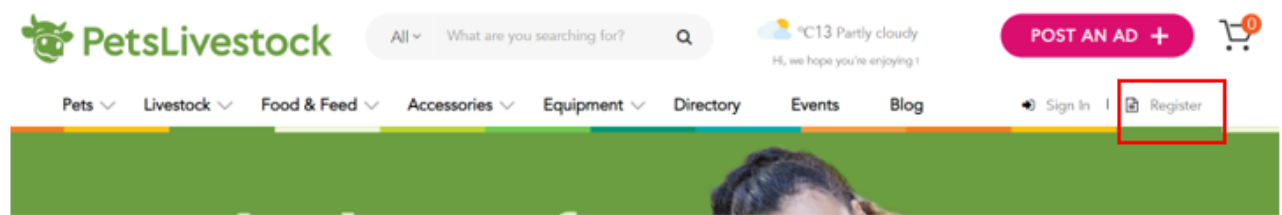
ADVANCE FLAT RATE

Active *

Yes

How to register a Business Account

1. Select the "Register" icon at the top right-hand side of the PetsLivestock home page.



2. Under the "Register as Business" tab, enter your personal details inclusive of:
 - a. Title
 - b. First Name
 - c. Last Name
 - d. Email Address
 - e. Mobile Number
 - f. Business ABN/ACN
 - g. Business Name

- h. Business Phone
- i. If your Business is a Charity or Not-for-Profits (NFP) you must be registered with the Australian Charities and Not-for-Profits Commission (ACNC). Please tick the box and enter in your Australian Company Number (CAN) details. This will then be cross-referenced to the ACNC database to determine whether your Charity/NFP is valid.
- j. For "Password" and "Confirm Password": choose an appropriate password
- k. Type in the "CAPTCHA" (not case sensitive)
- l. Tick the "Terms & Conditions" box if you agree and consent to becoming a member of PetsLivestock
- m. Press the "Register" button

Register as Individual

Register a Business

Mr. ▾

First Name

Last Name

Email Address*

Mobile Number

☐

Is your organisation a Charity/NFP registered with the ACNC ?

Business ABN/ACN

Business name*

Business Phone*

☐


By registering, I agree to the [terms & conditions](#) and [privacy policy](#) and I consent to receiving member communications from PetsLivestockRegistry.

Password*

Confirm Password*

Not case sensitive.

Please type the letters below*



Register

Already a member? [Sign in](#)

3. Check your email, where you will receive an "Account Confirmation" email. Please ensure that you check your Junk Mail folder if the email is not in your Inbox. If your confirmatory email has been sent to your Junk Mail, please move the email to your Inbox, and add the PetsLivestock Admin email account as a safe contact. Click on the "Confirm Account" button.



Hi [REDACTED]

Thank you for registering with PetsLivestock!

Security is important to us, so to start exploring the PetsLivestock community hub, please confirm your email address.

[CONFIRM ACCOUNT](#)

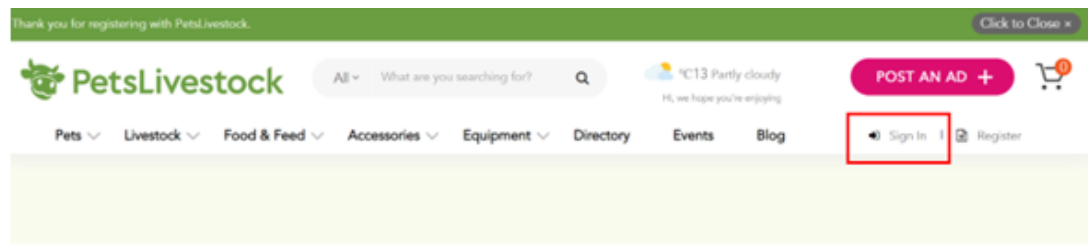
If you have any questions, please feel free to contact the PetsLivestock team at:
admin@petslivestock.com.au.

Kind regards
w: www.petslivestock.com.au

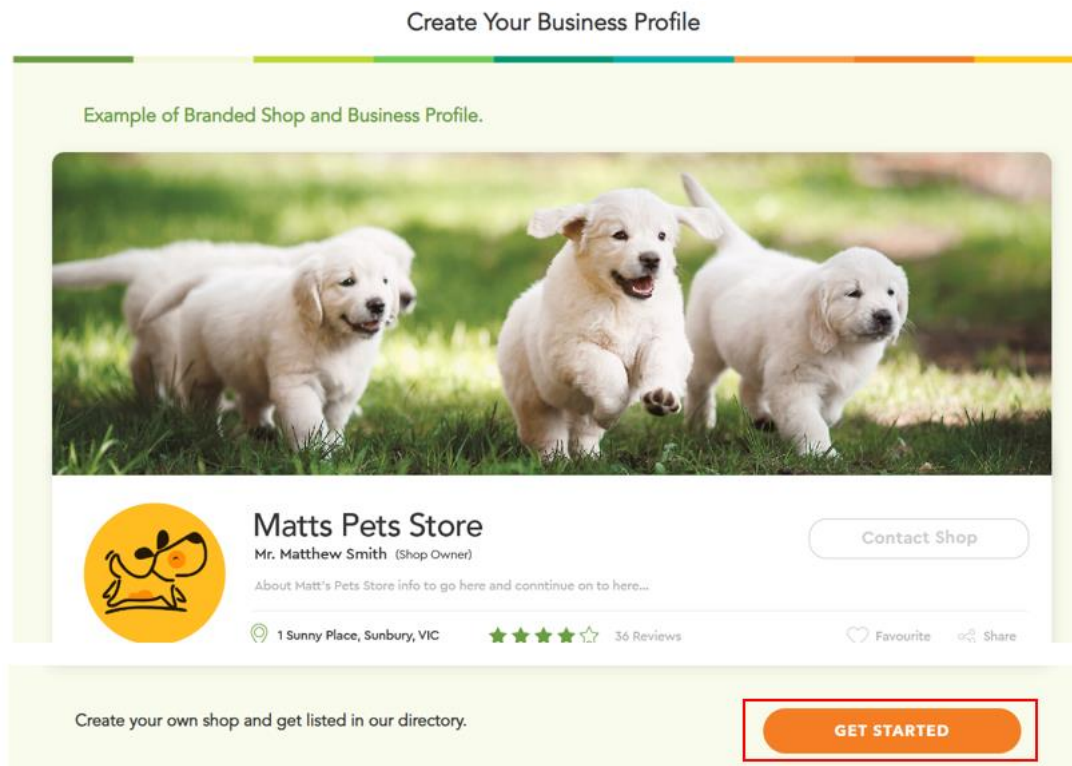


PetsLivestock
For the Pet Lover For the Hobby Farmer

4. You will be sent back to the PetsLivestock webpage. Sign into your account by selecting the "Sign in" icon at the top right-hand side of the PetsLivestock home page, utilizing your email address and password entered during the registration process. Click on the "Sign In" button.

A sign-in form with two input fields for email and password. Below the fields is a checkbox labeled "Remember me" and a link "Forgot Your Password?". At the bottom of the form is an orange "Sign In" button, which is highlighted with a red box. Below the button is a link "Not a member? REGISTER".

5. You will be prompted to 'Create your Business Profile'. Click on the 'Get Started' button.



6. Under the "Register as Business" tab, enter your details inclusive of:
 - a. Company's Name (Publicly Visible) *
 - b. Company Representatives Name*
 - c. Select the applicable box, and enter your relevant number, if your organisation identifies as a:
 - i. Registered Breeding Organisation (enter Breeder number)
 - ii. Pound or Shelter (enter Shelter number)
 - d. Legal Entity Name
 - e. Business ABN/ACN
 - f. Please note: all fields marked with an asterisk (*) are mandatory
 - g. Press "Next"

Step 1 of 2 Let's get started Your Business Profile is 25 % completed

Business Information

Please ensure all details are correct and relevant. Information provided here will be publicly available.

Company's Name (Publicly Visible) * Company Representatives Name *

Select if your organisation identifies as a:

☐ Registered Breeder Organisation ☒ Pound or Shelter (not registered as a Charity)

Breeder Number Shelter Number *

Legal Entity Name * Business ABN/ACN

NEXT

7. In "Shop Information", enter the following details for your business, inclusive of:
 - a. Profile Picture * (to ensure optimal image upload, please ensure your image is as per specified, min. 320x320 px recommended)
 - b. Header Graphic/Banner * (to ensure optimal image upload, please ensure your image is as per specified, min. 1120x360 px recommended)
 - c. Business Phone (Display Publicly) *
 - d. Email (Not Displayed Publicly) *
 - e. Your website
 - f. Social URL
 - g. Company Representative Mobile Number (Not Displayed Publicly) *
 - h. Business Description (About your company) *
 - i. Address *
 - j. City *
 - k. Post Code *
 - l. State *
 - m. Country *
 - n. Please note: all fields marked with an asterisk (*) are mandatory

o. Press "Next"

Shop Information

Header Graphic / Banner (Min. 1120 x 360 px recommended)

Profile Picture
Minimum
320x320 px

Your Business Name

Your Name

Information about your business goes here

Business Address Here

Facebook

Twitter

Contact Shop

Profile Picture (Min. 320x320 px recommended) *

Choose File No file chosen

Header Graphic / Banner (Min. 1120x360 px recommended) *

Choose File No file chosen

Business Phone (display publicly) *

0412573877

Email (Not Displayed publicly) *

you@youremail

Your Website

your-website.com.au

Social URL

facebook.com/your-profile

Company Representative Mobile Number (Not Displayed publicly) *

0412573877

Business Description (About your company) *

Short paragraph about your business and what it is about.

Address *

Enter a location

City *

Post Code *

State *

Please select

Country *

Australia

NEXT

8. Please read through the PetsLivestock Data Privacy and Sharing Policy statement to inform yourself about the Data Privacy and Sharing Policy conditions. If you agree, please mark the tick box to state that "I agree to the terms and conditions above*", then press the "Next" button. As this is a mandatory field, if you do not agree you cannot create a Business Account.

PetsLivestock Data Privacy and Sharing Policy

PetsLivestock Data Privacy and Sharing Policy

Your privacy is important to us at PetsLiveStock. The PetsLivestock Data Privacy and Sharing Policy ([provide link](#)) ensures that the Personal Information you provide us is maintained in a secure manner that reasonably protects it from misuse, loss and unauthorized access, modification or disclosure. PetsLiveStock complies with the National Privacy Principles within the Privacy Act 1988 (cth) to appropriately handle your "Personal Information", which is defined as any information from which your identity is apparent or can be ascertained. Your Personal Information may be shared with vendors on the PetsLivestock website if you seek to purchase products from them. You can access and maintain your Personal Information in the Account Dashboard, Account Information and My Credit Cards sections of your account. This Policy may change periodically, with all updates available on the PetsLivestock website. If you have any complaints or questions regarding this policy, please contact us: admin@petslivestock.com.au

☒ I agree to the terms and conditions above *

NEXT

9. Please read through the State Legislation statement to inform yourself about the legal requirements and conditions that you are bound for your state of business when selling animals. If you agree, please mark the tick box to state that "I agree to the terms and conditions above*", then press the "Next" button. As this is a mandatory field, if you do not agree you cannot create a Business Account.

State Legislation

IMPORTANT:

State Legislation applies when selling certain animals. PetsLivestock requires everyone involved to meet legal requirements.

Declaration Of Compliance :

- You will meet all state legislation and council requirements and ACTS.
- You will ensure your animal for sale is not prohibited, menacing, or restricted in the state it is advertised for sale in.
- You will ensure the transportation of the animal fits in with relevant legislation.
- You will provide either a Source Number, Supply Number, Identification Number, Breeder Identification Number (BIN), Breeder Exemption Number (BEN), Breeder Association Number, Accreditation number, Rehoming Organisation Number, Breeder Identification Number and/or a Microchip Number.
- Where required, your animal is registered and microchipped in compliance with state and territory legislation.
- Where required, your animal is Vaccinated, Desexed and Wormed.
- You will ensure your animal is in good health when being sold.
- You will ensure you have all the required licenses and certificates to sell your animal.
- You will ensure, where required, you have a Property Identification Code (PIC), under the National Livestock Identification System (NLIS).

☒ I agree to the terms and conditions above *

NEXT

10. In "Directory Listing Information", enter the following details for your business, inclusive of:

- a. Directory Logo/Graphic * (to ensure optimal image upload, please ensure your image is as per specified, min. 620x275 px recommended)
- b. Add search keywords you want your profile to appear in separated by comma * (for Search Engine Optimisation (SEO), enter your top keywords, separated by a comma, that could be utilised when performing searching within the PetsLivestock website to enable your business page to appear)
- c. Please note: all fields marked with an asterisk (*) are mandatory
- d. Press the "Next" button

Directory Listing Information

1. Upload a logo or graphic that will identify your business and grab attention in our directory.

2. Specify search keywords your profile to appear in.

Directory Logo Graphic / Banner
(620x275 px recommended)

Choose File

No file chosen

Your Business name

Information about your business goes here

Business Location

Add search keywords you want your profile to appear in separated by comma: *

pets, livestock, feed

NEXT

11. In "Create Your Business Profile", select up to 5 categories by marking the tick boxes that are applicable to, and will identify your business during searches. Press the "Next" button.

Create Your Business Profile

Step 2 of 2

Almost done

Your Business Profile is 75 % completed

Select Category

IMPORTANT: The categories selected below will identify your business during searches.

Select up to 5 categories your profile to appear in:

<input type="checkbox"/> Agricultural & Advisory Services	<input type="checkbox"/> Aquariums & aquarium supplies	<input type="checkbox"/> Artists, Photographers, Engravers
<input type="checkbox"/> Arts & Craft	<input type="checkbox"/> Behaviour and Training services	<input type="checkbox"/> Boarding, Daycare & Kennel Services
<input type="checkbox"/> Breeding & Stud Services	<input type="checkbox"/> Cemetery, Crematorium & Funeral Services	<input type="checkbox"/> Charity & Not for Profit
<input type="checkbox"/> Clinics & Hospitals	<input type="checkbox"/> Cleaning Services	<input type="checkbox"/> Clubs & Associations
<input type="checkbox"/> Communication Services	<input type="checkbox"/> Clothing, Costumes & Embroidery	<input type="checkbox"/> Designers
<input type="checkbox"/> Community Groups	<input type="checkbox"/> Doors, Entrances & Windows	<input type="checkbox"/> Enclosures
<input type="checkbox"/> Farming Supplies & Equipment	<input type="checkbox"/> Fencing	<input type="checkbox"/> Food & Feed (Animals)
<input type="checkbox"/> Fresh Produce	<input type="checkbox"/> Fertilisers	<input type="checkbox"/> Grooming
<input type="checkbox"/> Hobby Farm	<input type="checkbox"/> Gardening Tools & Equipment	<input type="checkbox"/> Maintenance & Contracting Services
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Insurance	<input type="checkbox"/> Minding Services
<input type="checkbox"/> Museums, Zoos & Parks	<input type="checkbox"/> Marketing & Events	<input type="checkbox"/> Personalised Pet Products
<input type="checkbox"/> Rescue, Rehoming & Rehabilitation	<input type="checkbox"/> Parasite & Pest Control	<input type="checkbox"/> Safety, Skills & Knowledge
<input type="checkbox"/> Sales	<input type="checkbox"/> Saddlery & Riding	<input type="checkbox"/> Seed Cleaning, Drying & Grading
<input type="checkbox"/> Shelter & Pound	<input type="checkbox"/> Scales & Weighing Equipment	<input type="checkbox"/> Stores & Shops
<input type="checkbox"/> Supplies & Accessories	<input type="checkbox"/> Sports & Racing	<input type="checkbox"/> Travel & Transportation
<input type="checkbox"/> Veterinarian & Medical Services	<input type="checkbox"/> Therapists & Therapy Services	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Waste Management	<input type="checkbox"/> Walking Services	<input type="checkbox"/> Water Testing
<input type="checkbox"/> Weed & Pest Control	<input type="checkbox"/> Water Storage	<input type="checkbox"/> Welfare Organisations


Next

12. You will receive notification that your business profile has been successfully completed. You will see a summary of your business profile. If required, you can edit any of your business details by pressing on the "Edit" button.

Congratulations, you have completed all the steps.


The profile information has been saved.

Vendor Profile



Hello, [REDACTED]

[EDIT](#)

 **Approved Vendor!**



General Information

Created At: [REDACTED]
Shop Url: shopprgbe
Status: Approved
Vendor Group: Vendor

Company Information

Company Name: [REDACTED]
About: [REDACTED] is an animal shelter that also sells animal products.

Public Name: publicmyc
Name: [REDACTED]
Email: [REDACTED]
Contact Number: [REDACTED]
Business name: [REDACTED]
Business Phone: [REDACTED]
Business ABN/ACN: [REDACTED]
Website: [REDACTED]
Shelter Number: [REDACTED]
Auto Renew Membership: 1

Company Logo: 
Company Banner: 
Company Address: [REDACTED]

Support Information

Support Email: [REDACTED]
Facebook ID: [REDACTED]

Address Information

Address: [REDACTED]
City: [REDACTED]
Zip/Postal Code: [REDACTED]
State: [REDACTED]
Country: [REDACTED]

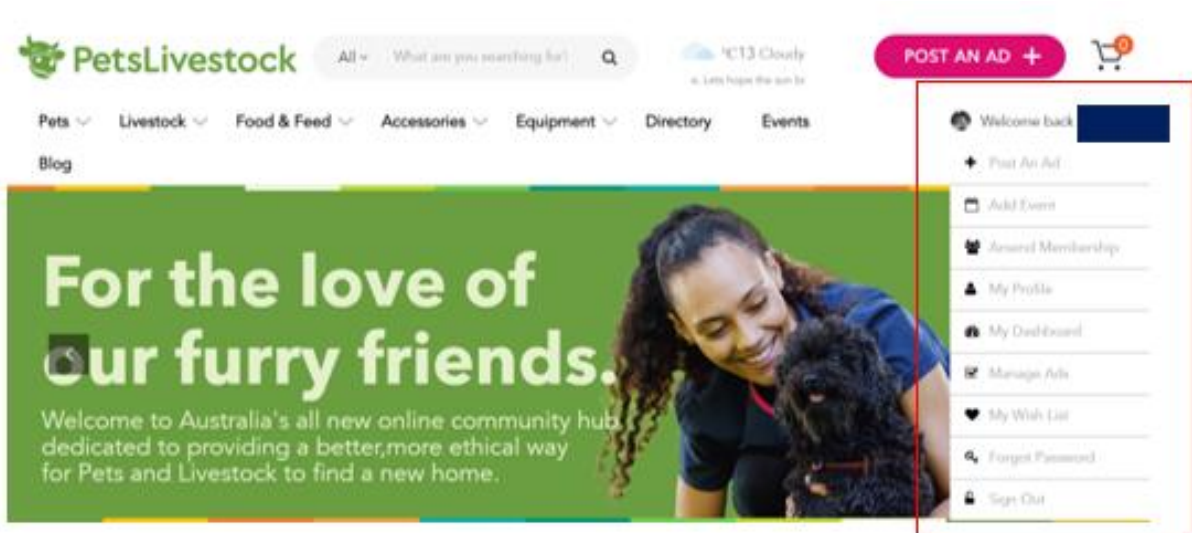
SEO Information

SEO Keywords: pets, adoption, livestock

Vendor Commission

You have not saved any information in this group.

13. Upon returning to the home screen, you will see underneath your profile name that multiple drop-down menus exist. Please peruse these at your leisure to see their functionality. Specifically, for your Buyer and Seller Dashboards, please refer to steps 5 to 11 in “How to register an Individual Account”.

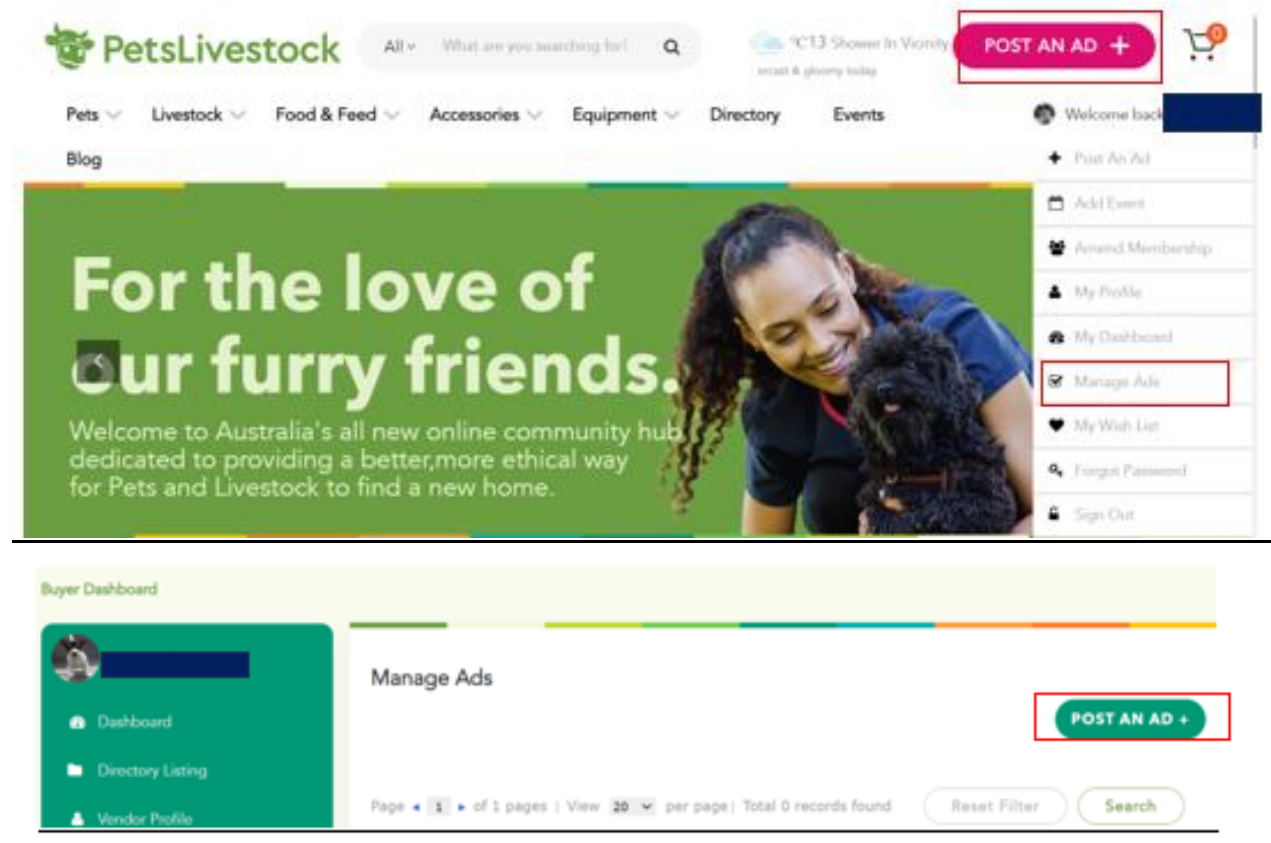


How to sign into your account

Please refer to step 4 in “How to register an Individual Account” for details.






How to post an Ad (Individual Account)

1. Log into your Individual Account. You can post an Ad via 2 ways:
 - a. Press the "Post an Ad" button at the top RHS of the Home Screen
 - b. Go to "Manage Ads" drop down and press the "Post an Ad" button



2. Choose the applicable category that your product falls into. For the purpose of this example, I will post some chicken wire in the "Equipment" category. Press on the "Next" button.

Category Selection (Pets, Livestock & Accessories)

Pets 	Livestock 	Food & Feed 	Accessories 	Equipment 
<input type="radio"/> Bale hooks	<input type="radio"/> Bales & Baling equipment	<input type="radio"/> Cattle grates		
<input checked="" type="radio"/> Chicken wire	<input type="radio"/> Cleaning & Maintenance	<input type="radio"/> Cradles		
<input type="radio"/> Feed Storage	<input type="radio"/> Fencing Components	<input type="radio"/> Float Valves		
<input type="radio"/> Gates & Switches	<input type="radio"/> Irrigation	<input type="radio"/> Milking		
<input type="radio"/> Miscellaneous Equipment	<input type="radio"/> Plumbing	<input type="radio"/> Ramps		
<input type="radio"/> Related Chemicals	<input type="radio"/> Repair Kits	<input type="radio"/> Ropes & Chains		
<input type="radio"/> Sheds & Enclosures	<input type="radio"/> Sheep Drench	<input type="radio"/> Solar Lighting & Energisers		
<input type="radio"/> Storage	<input type="radio"/> Strainers & stays	<input type="radio"/> Transport, Floats & Components		
<input type="radio"/> Troughs	<input type="radio"/> Water Tanks	<input type="radio"/> Yard Systems & Components		

NEXT

3. Enter in the Name of your advert in the "Name" section. Also enter a description of what you are selling into the "Description" section, noting that all fields marked with an asterisk (*) are mandatory.

Post an Ad – Item Details

Category Selection (Pets, Livestock & Accessories)



General Information

Animal Associated

Chicken

Name *

Chicken Wire

Description * (Minimum 40 Characters required)



Easy to handle and mould to shape. Suitable for chicken coops, plant trellising and protection. Galvanised steel. Saxon Chicken Netting is a strong and flexible netting with a standard aperture of 5cm.

4. Enter in all relevant details, noting that all fields marked with an asterisk (*) are mandatory. Press the "Next" button.

SKU (The SKU will automatically capture your unique vendor code and add it as pre-text. eg. KP2233 - 12345) *

000329

RQY5MIKHVD

▲ Stock keeping unit (SKU) is a store's or catalog's product and service identification code.

Color

Grey

Condition *

New

Suburb *

Hillside

State *

Victoria

Postcode *

3037

NEXT

5. Populate the sale price in "Price*", also use the drop-down menu for "Price Type*" to specify whether the price is fixed, free or negotiable. Also choose a relevant postage option. Press the "Next" button.

Prices, Sizes & Shipping

Base Price *

200

Multiple Sizes & Price Options

• Each price, per variable size (eg. Small, Large) is calculated on the base price entered.

• The base price, will become your lowest price point.

• For all other size variables, the base price will form part of the total cost.

Variable Sizes	Price per size	Actual price to be displayed on ad (Total Cost)
<input type="checkbox"/> Extra Small	\$200 +	
<input type="checkbox"/> Small	\$200 +	
<input type="checkbox"/> Medium	\$200 +	
<input type="checkbox"/> Large	\$200 +	
<input type="checkbox"/> Extra Large	\$200 +	

Price Type *

Fixed Price

Returns *

Returns Accepted (Please contact seller for further information)

Important: Under Australian law, your buyers have legal rights and your returns policy must comply with any obligations to your buyer to provide a refund, a repair or a replacement, within a reasonable time for goods purchased if they are faulty, not fit for purpose or doesn't match the description. This may extend to additional options to provide to exchange or refund goods, if the buyer selects the incorrect option or has a change of mind.

Postage & Deliver Option

• Competitive and reasonable shipping costs for consumers, can influence the consumers purchase decision and will increase sales.

• Many consumers sort by and compare shipping costs between vendors, before buying a product.

• We encourage vendors to consider flat rate shipping costs and free shipping over a certain spend (e.g. \$50) where possible.

• This is the approach that leading eCommerce businesses use, which converts into greater sales.

• The maximum weight for Australia Post is 22kgs.

• Please ensure you have considered a shipping option, if the user selects multiple items of your product, which may exceed 22kgs.

Flat rate cost - (Enter costs below)

Free postage - (\$0.00 - Costs absorbed into item price)

Pick up only (Contact seller)

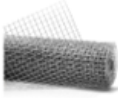
Australia Post (calculated costs) - 22kg max

NEXT

6. Upload the images for your sale item. You need to use a minimum of 1 image. If you upload more than 1 image, the image designated as “display order 1” will be your main image. To ensure optimal image upload, please ensure your image is as per specified: landscape image, aspect ratio 16:9, max. image size 5MB, image file types JPEG and PNG. If you want to remove an image, tick the “Remove” box next to the relevant image and it will not be uploaded. Press the “Save & Continue” button.

Upload Images

Please select landscape images, with aspect ratio 16:9. Maximum image size 5MB. Accepted image filetypes: .jpg (JPEG); .png (PNG).
The image with display order number '1', will be your main ad image.
It is mandatory for at least one image to be uploaded. This will help the success rate of your ad.

Image	Label	Display Order	Exclude	Remove
No image				
	<input type="text"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upload Images

NEXT

7. Specify how you would like to manage your stock by using the drop-down menus available. Click the “save & Continue” button.

Inventory (manage your stock)

Manage Stock (Do you want to apply minimum & maximum purchase amounts for this product?)	Minimum Qty Allowed in Shopping Cart (Please enter the minimum quantity, some one can purchase of this product)	Maximum Qty Allowed in Shopping Cart (Please enter the maximum quantity, some one can purchase of this product)
<input type="text" value="No"/>	<input type="text" value="1"/>	<input type="text" value="10000"/>

Back

Save For Later

Cancel

SAVE & CONTINUE

8. Select the most suitable Ad type, either: Gold, Silver, Bronze or Standard by pressing the relevant "Select" button. Press "Next" to continue.

Select your Ad Type

You are now able to choose a number of different ad types, each designed to make your ad work better, get more views, more responses and to be more successful.

GOLD	SILVER	BRONZE	STANDARD
\$24.99 <ul style="list-style-type: none">• 90 days in Gold• Gold is the top tier• Gold ads are prioritised first• Gold is the largest ad type• 180 days in standard	\$14.99 <ul style="list-style-type: none">• 70 days in Silver• Silver is the second tier• Silver ads are prioritised after Gold ads• Silver is the largest ad type• 180 days in standard	\$9.99 <ul style="list-style-type: none">• 50 days in Bronze• Bronze is the third tier• Bronze ads are prioritised after Silver ads• Silver is the largest ad type• Bronze ads will be removed after 50 days	\$0.00 <ul style="list-style-type: none">• 50 days in standard• Standard ads are on the lowest tier• Standard are the smallest ad type• Standard ads will be removed after 50 days
SELECT	SELECT	SELECT	SELECT





✓ You have selected the GOLD pricing option.

[Back](#) [Next](#)

9. Select the most suitable Promotional Feature Option, either: Bold & Loud, Highlight, Sale or Scratch Price by pressing the relevant "Select" button. Press "Post Ad" to continue.

Promotional Feature Options

Select one of the promotional options below, to boost your ad and give it a better chance of success:

 Oscar \$6.99 Lorem ipsum dolor, sit amet consectetur adipisicing elit. Recusandae aperiam.	 Oscar \$5.99 Lorem ipsum dolor, sit amet consectetur adipisicing elit. Recusandae aperiam.	 Oscar \$4.99 Lorem ipsum dolor, sit amet consectetur adipisicing elit. Recusandae aperiam.	 Oscar \$3.99 \$3.99 Lorem ipsum dolor, sit amet consectetur adipisicing elit. Recusandae aperiam.
Bold & Loud Get your ad noticed immediately, your ad will be bold, vibrant compared to standard ads. 6.99 for 7 Days SELECT	Highlight Make your ad stand out from the rest, with a highlighted boarder which is sure to get more attention and attract more views and the right buyer. 5.99 for 7 Days SELECT	Sale Add a 'Purring Sale' tag to your ad and show people you are ready to sell. It's a simple, but great way to attract more buyers quickly! 4.99 for 7 Days SELECT	Scratch Price Allure the bargain hunters by reducing the price of your item. This Upgrade shows the old price in red with a single scratch mark through it. 3.99 until sold SELECT

✓ You have selected the up-sale option; this will be added to your cart.

[Back](#) [Post Ad](#)

10. To perform the Checkout process, confirm your billing details by following the prompts.

- For Billing Information: confirm the billing address is correct then press "Continue".

Checkout

1. Billing Information

Select a billing address from your address book or enter a new address.

* Required Fields

CONTINUE

2. Payment Information

3. Order Review

- For Payment Information: either add in new credit card details in "Stripe Payment Gateway", or select your default credit card details in "Select a saved card for payment", then press "Continue".

2. Payment Information

No amount available in wallet


☒ Stripe Payment Gateway

Add a new card details for payment

* Required Fields

☐ Securely Save Your Card Details for Repeat and Recurring Orders.

Select a saved card for payment



☒  ****4242

[« Back](#)

CONTINUE

- c. In Order Review: ensure that your ordering details are correct. Then press "Place Order" to continue.

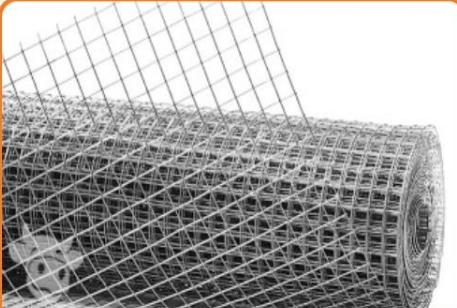
3. Order Review

	PRODUCT NAME	PRICE	QTY	SUBTOTAL
	Gold	\$24.99	1	\$24.99
	Bold & Loud	\$6.99	1	\$6.99
Sub Total (Inc. GST)				\$31.98
(Total GST on this purchase				\$2.91)
GRAND TOTAL (Inc. GST)				\$31.98

[Forgot an Item? Edit Your Cart](#)[PLACE ORDER](#)

11. You will receive notification that "Your ad has been posted". You will also receive email notifications regarding the successful posting of you Ad and all related invoicing.

12. You can view your Ad in either:
- the Category Listings menu;



Chicken Wire

\$200.00

Easy to handle and mould to shape.
Suitable for chicken coops, plant trellising
and protection. Galvanised steel. Saxon

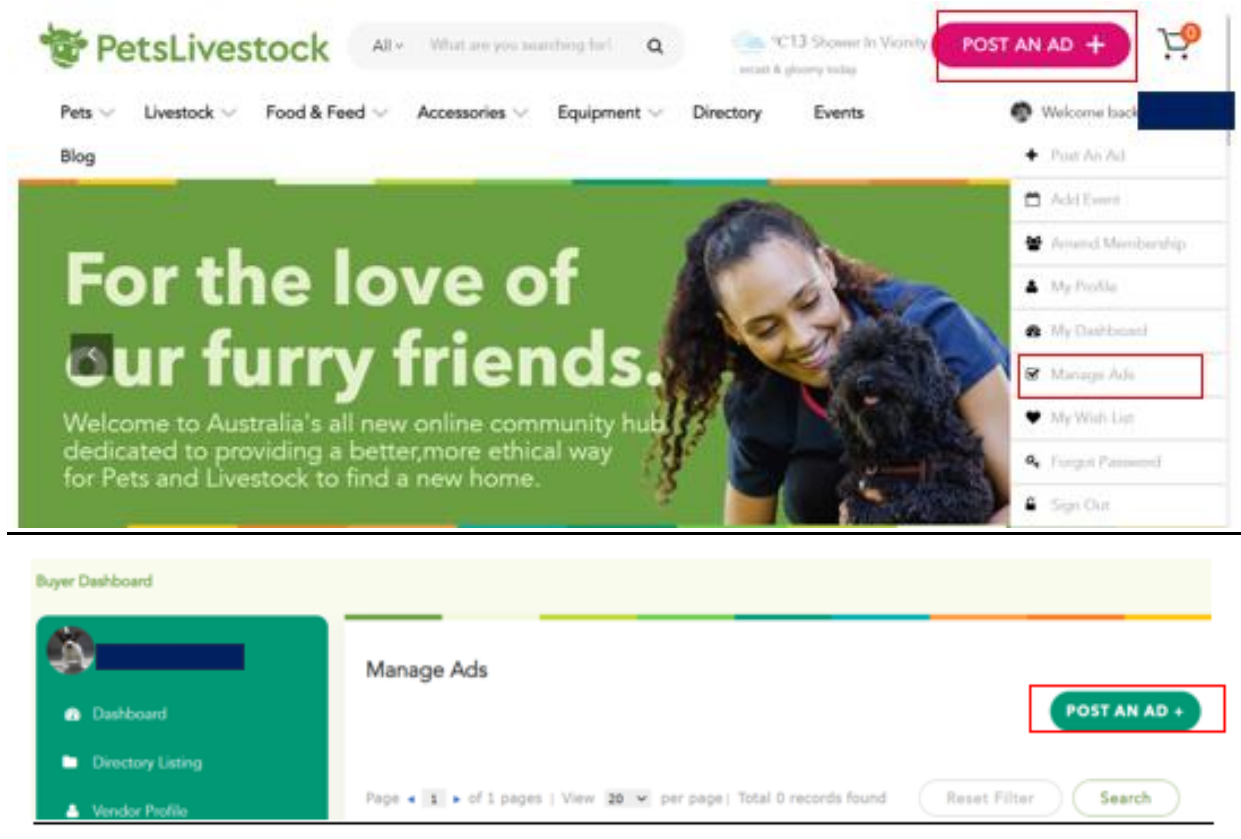
Hillside, VIC

[Add To Cart](#)

- or in Manage Ads.

How to post an Ad (Business Account)

1. Log into your Business Account. You can post an Ad via 2 ways:
 - a. Press the "Post an Ad" button at the top RHS of the Home Screen
 - b. Go to "Manage Ads" drop down and press the "Post an Ad" button



2. Choose the applicable category that your product falls into. For the purpose of this example, I will post a Dog in the "Pets" category. Press on the "Next" button.

Step 1 of 3 Let's get started..

Post an Ad – Item Details


Category Selection (Pets, Livestock & Accessories)

Pets	Livestock	Food & Feed	Accessories	Equipment
<input type="radio"/> Amphibians	<input type="radio"/> Arthropods	<input type="radio"/> Birds		
<input type="radio"/> Cats & Kittens	<input checked="" type="radio"/> Dogs & Puppies	<input type="radio"/> Ferrets		
<input type="radio"/> Fish - Freshwater (Inc. Shellfish)	<input type="radio"/> Fish - Marine (Inc. Shellfish)	<input type="radio"/> Guinea Pigs		
<input type="radio"/> Hamsters	<input type="radio"/> Hedgehog	<input type="radio"/> Lizards		
<input type="radio"/> Other Pets	<input type="radio"/> Rabbits	<input type="radio"/> Reptiles		
<input type="radio"/> Rodents	<input type="radio"/> Snakes			

NEXT



- Enter in the Name of your advert in the "Name" section. Also enter a description of what you are selling into the "Description" section, noting that all fields marked with an asterisk (*) are mandatory.

Post an Ad – Item Details

Category Selection (Pets, Livestock & Accessories) 

General Information

Name *

Description * (Minimum 40 Characters required)
 

This beautiful Tenterfield Terrier is looking for a new forever home. Evie is 2 years old, has been socialised with other animals, mainly dogs, and interacts well with children. Evie would be ideally suited to a young family with children and other family pets. Please consider adopting Evie today.

- Enter in all relevant details, noting that all fields marked with an asterisk (*) are mandatory. This is important, particularly regarding the legislative requirements for your state of sale. Press the "Next" button.



Color <input type="text" value="N/A - Other"/>	Sex * <input type="text" value="Female"/>	Pet Breed <input type="text" value="Tenterfield Terrier"/>
Suburb * <input type="text" value="New Norfolk"/>	State * <input type="text" value="Tasmania"/>	Postcode * <input type="text" value="7140"/>
Breeder Registration Number * <input type="text" value="BIN000012345678"/>	Date of birth * <input type="text" value="11/03/2021"/>	

☒ **Microchipped (Tick if yes) ***

<input type="text" value="1234567890"/>	<input type="text" value="Microchip registration number"/>	<input type="text" value="Name of registered council"/>
---	--	---

Tick if these options apply to your animals.

<input checked="" type="checkbox"/> Vaccinated *	<input checked="" type="checkbox"/> Desexed *	<input checked="" type="checkbox"/> Wormed *	<input type="checkbox"/> Heartwormed	<input type="checkbox"/> Flea Treated
<input type="checkbox"/> Neutered	<input type="checkbox"/> Sociable	<input type="checkbox"/> Toilet Trained	<input type="checkbox"/> Family Friendly	<input type="checkbox"/> Health History

NEXT

- Populate the sale price in "Price*", also use the drop-down menu for "Price Type*" to specify whether the price is fixed, free or negotiable. Press the "Next" button.

General Information

Prices, Sizes & Shipping

Price * 250

Price Type *

- Fixed Price
- Free to good home
- Negotiable


Upload Images

Back Save For Later Cancel

NEXT

- Upload the images for your sale item. You need to use a minimum of 1 image. If you upload more than 1 image, the image designated as "display order 1" will be your main image. To ensure optimal image upload, please ensure your image is as per specified: landscape image, aspect ratio 16:9, max. image size 5MB, image file types JPEG and PNG. If you want to remove an image, tick the "Remove" box next to the relevant image and it will not be uploaded. Press the "Save & Continue" button.


Please select landscape images, with aspect ratio 16:9. Maximum image size 5MB. Accepted image filetypes: .jpg (JPEG); .png (PNG).
The image with display order number "1", will be your main ad image.
It is mandatory for at least one image to be uploaded. This will help the success rate of your ad.

Image	Label	Display Order	Exclude	Remove
No image				
		1	<input type="checkbox"/>	<input type="checkbox"/>

Upload Images

Back Save For Later Cancel SAVE & CONTINUE

7. Upon listing your first item, you will need to select a subscription option. There are 4 options to choose from, with Gold being the premium option, and Standard being the basic option. Please choose the option most suitable to your requirements. It is noted that you can upgrade at any time; however, if you choose Gold as your first option, you cannot amend/downgrade until the 12-month subscription has elapsed. If you would like "Automatic Renewal" of your subscription, leave the toggle to "ON"; otherwise, switch to "OFF". Once you have selected your option, a description will appear underneath. Press the "Next" button to continue.

Step 2 of 3  Almost finished..

Select your Ad Type

You are now able to choose a number of different ad types, each designed to make your ad work better, get more views, more responses and to be more successful.

Automatic renewal ☒ ON

GOLD	SILVER	BRONZE	STANDARD
\$250.00 <ul style="list-style-type: none">• 20 days in Silver.• 20 days in Bronze.• Unlimited Listings• 1 year Subscription.• Branded Store Front<ul style="list-style-type: none">• Bulk Uploads• Auto added to directory• Featured in Newsletter• Advertised until sold• Advertise business via social media channel.	\$200.00 <ul style="list-style-type: none">• 70 days in Silver• Silver is the second tier• Silver ads are prioritised after Gold ads• Silver is the largest ad type• 180 days in standard	\$169.00 <ul style="list-style-type: none">• 50 days in Bronze• Bronze is the third tier<ul style="list-style-type: none">• Bronze ads are prioritised after Silver ads• Silver is the largest ad type• Bronze ads will be removed after 50 days	\$99.00 <ul style="list-style-type: none">• 50 days in standard• Standard ads are on the lowest tier• Standard are the smallest ad type• Standard ads will be removed after 50 days
SELECT	SELECT	SELECT	SELECT


✓ You have selected the GOLD membership plan, you can only change your plan when your yearly membership has expired.

[Back](#) [Next](#)

8. Select the most suitable Promotional Feature, either: Bold & Loud, Highlight or Top Ad by pressing the "Select" button. Press "Post Ad" to continue.

Promotional Feature Options

Select one of the promotional options below, to boost your ad and give it a better chance of success.




Oscar **\$6.99**

Lorem ipsum dolor, sit amet consectetur adipiscing elit. Recusandae aperiam.

Bold & Loud

Get your ad noticed immediately, your ad will be bold, vibrant and extremely visible




Oscar **\$5.99**

Lorem ipsum dolor, sit amet consectetur adipiscing elit. Recusandae aperiam.

Highlight

Make your ad stand out from the rest, with a highlighted boarder which is sure to get



Top Ad

Extend your ad in the top promo section by another 30 days. It will get your ad more views by staying at the top of the search

compared to standard ads.

6.99 for 7 Days

SELECT

more attention and attract more views and the right buyer.

5.99 for 7 Days

SELECT

results.

4.99 for 7 Days

SELECT

✓ You have selected the up-sale option, this will be added to your cart.

[Back](#) [Post Ad](#)

9. To perform the Checkout process, confirm your billing details by following the prompts.

- a. For Billing Information: confirm the billing address is correct then press "Continue".

Checkout

1. Billing Information

Select a billing address from your address book or enter a new address.

* Required Fields

CONTINUE

2. Payment Information

3. Order Review

- b. For Payment Information: either add in new credit card details in “Stripe Payment Gateway”, or select your default credit card details in “Select a saved card for payment”, then press “Continue”.

2. Payment Information

No amount available in wallet

☒ **Stripe Payment Gateway**

Add a new card details for payment


* Required Fields

☐ Securely Save Your Card Details for Repeat and Recurring Orders.

« Back

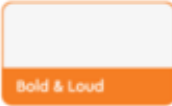
CONTINUE

Select a saved card for payment

☒  ****4242

- c. In Order Review: ensure that your ordering details are correct. Then press “Place Order” to continue.

3. Order Review

	PRODUCT NAME	PRICE	QTY	SUBTOTAL
	Bold & Loud	\$6.99	1	\$6.99
Sub Total (Inc. GST)				\$6.99
(Total GST on this purchase				\$0.64)
GRAND TOTAL (Inc. GST)				\$6.99

Forgot an item? [Edit Your Cart](#)

PLACE ORDER


10. You will receive notification that “Your ad has been posted”. You will also receive email notifications regarding the successful posting of you Ad and all related invoicing.

11. You can view your Ad in either:

a. the Category Listings menu;

Home > All Items > Pets > Dogs & Puppies

Grid List




Tenterfield Terrier \$250.00

This beautiful Tenterfield Terrier is looking for a new forever home. Evie is 2 years old, has been socialised with other animals,

New Norfolk, TAS [Read More](#)

b. or in Manage Ads.



Offered by:
John Bus Pet Supplies (Pound/Shelter)
Shelter Number: ABC1234567890
Member since 2023
On PetalLivestock now

[Contact Seller](#)

Tenterfield Terrier \$250.00

Description
This beautiful Tenterfield Terrier is looking for a new forever home. Evie is 2 years old, has been socialised with other animals, mainly dogs, and interacts well with children. Evie would be ideally suited to a young family with children and other family pets. Please consider adopting Evie today.

Details

☒ Vaccinated ☒ Desexed ☒ Wormed

Date Listed:	07/08/2023	Date Edited:	07/08/2023
Breeder Registration Number:	BR000012345678	Microchip Number:	1234567890
Date of birth:	11/03/2021	Breed:	Tenterfield Terrier
Sex:	Female	Color:	N/A - Other

[Validate Breeder Registration Number](#)

[Favourite](#) [Add to Compare](#) [Share](#) [Price Alert](#)

[Report this ad](#)

Warning: Animal Welfare

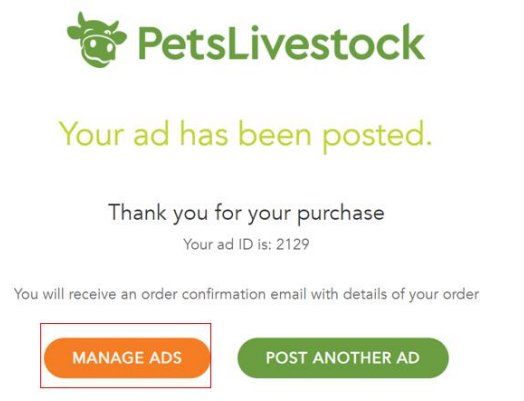
PetalLivestock recommend that you visit the place the animal was bred or where the animal is being sold from, to determine the wellbeing of the animal.

PetalLivestock Pets Policy is based on RSPCA Guidelines, which you can [find here for more information](#). [Report this ad](#) if you're concerned about the listing of this animal.

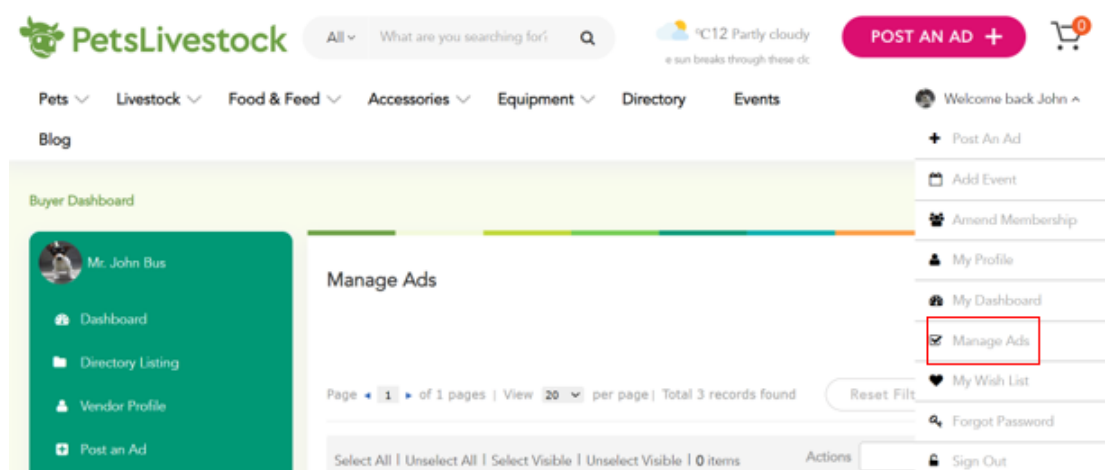
Transport:
If you have any transport requirement, please refer to our [directory](#) for more info.

How to manage/edit an Ad

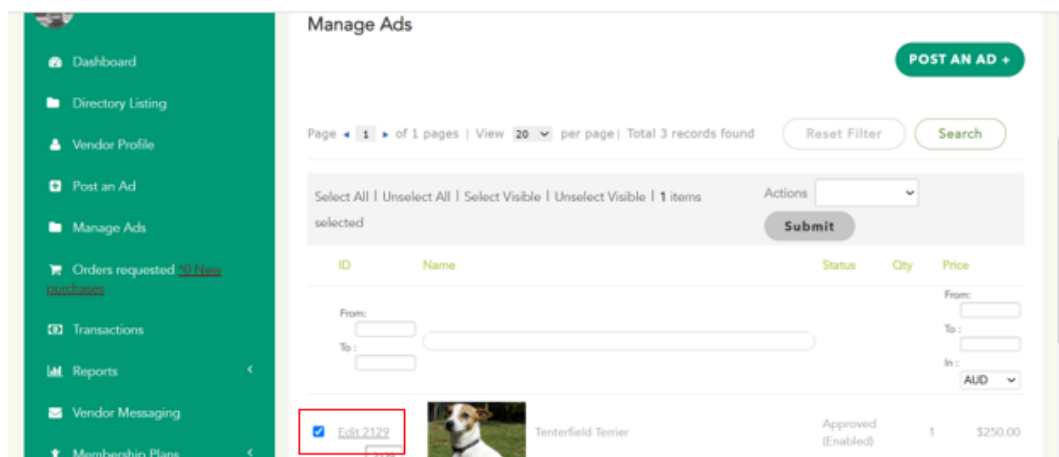
1. You can manage an Ad in two ways:
 - a. Once you have posted your Ad, you will receive the notification that "Your ad has been posted". Click on the "Manage Ads" button.



- b. Alternatively, go to your Seller Dashboard and select "Manage Ads" from the drop-down menu.



2. Click on the Ad you would like to edit, by checking the box next to the Ad of interest and click on "Edit ####".



3. Go to the relevant section that you would like to amend. For this example, I will change the price of the listing. Go through the relevant prompts by clicking on the "next" button until you get to your section of interest. When at your section of interest make the necessary amendment/s and press the "Next" button.

Prices, Sizes & Shipping

Price *

Price Type * Fixed Price

NEXT


Prices, Sizes & Shipping

Price *

Price Type * Fixed Price

NEXT

4. Progress through all of the steps until you get to the "Post Ad" button again.
5. Your ad will reflect the change that has been implemented. For this example, the cost has been updated to \$300.



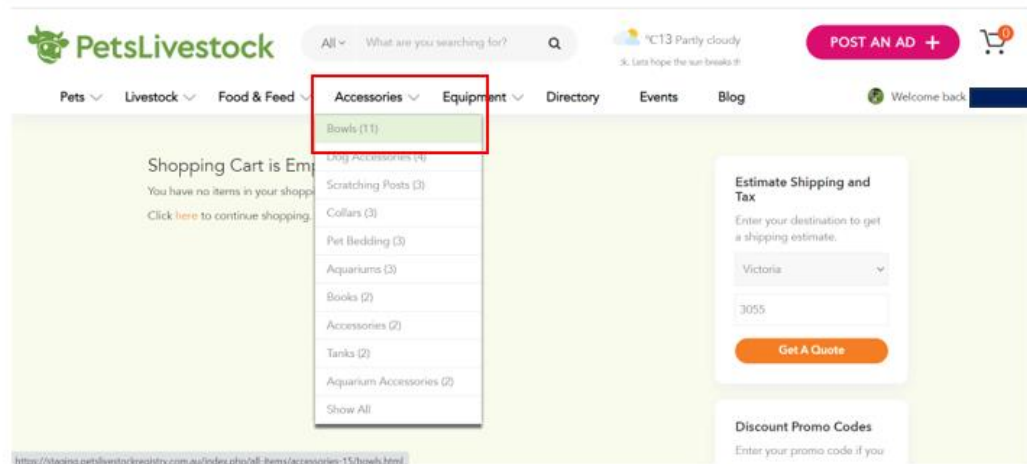
Tenterfield Terrier **\$300.00**

This beautiful Tenterfield Terrier is looking for a new forever home. Evie is 2 years old, has been socialised with other animals,

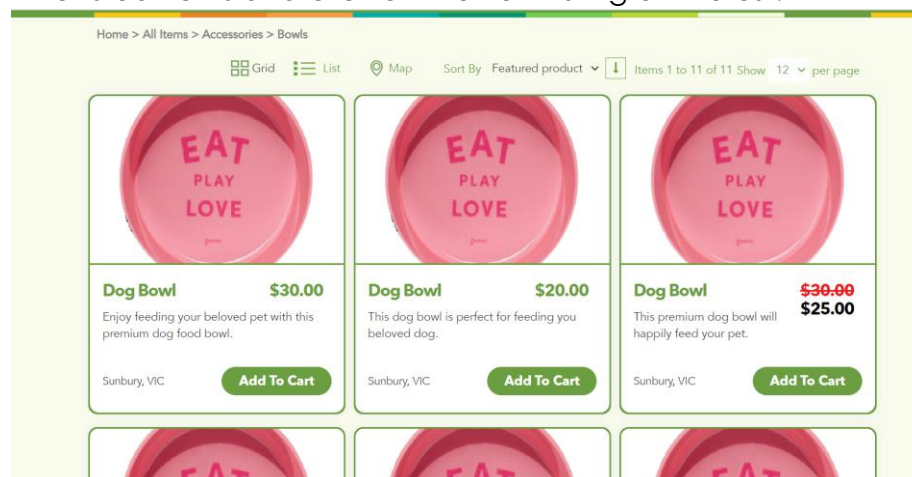
New Norfolk, TAS [Read More](#)

How to purchase an item

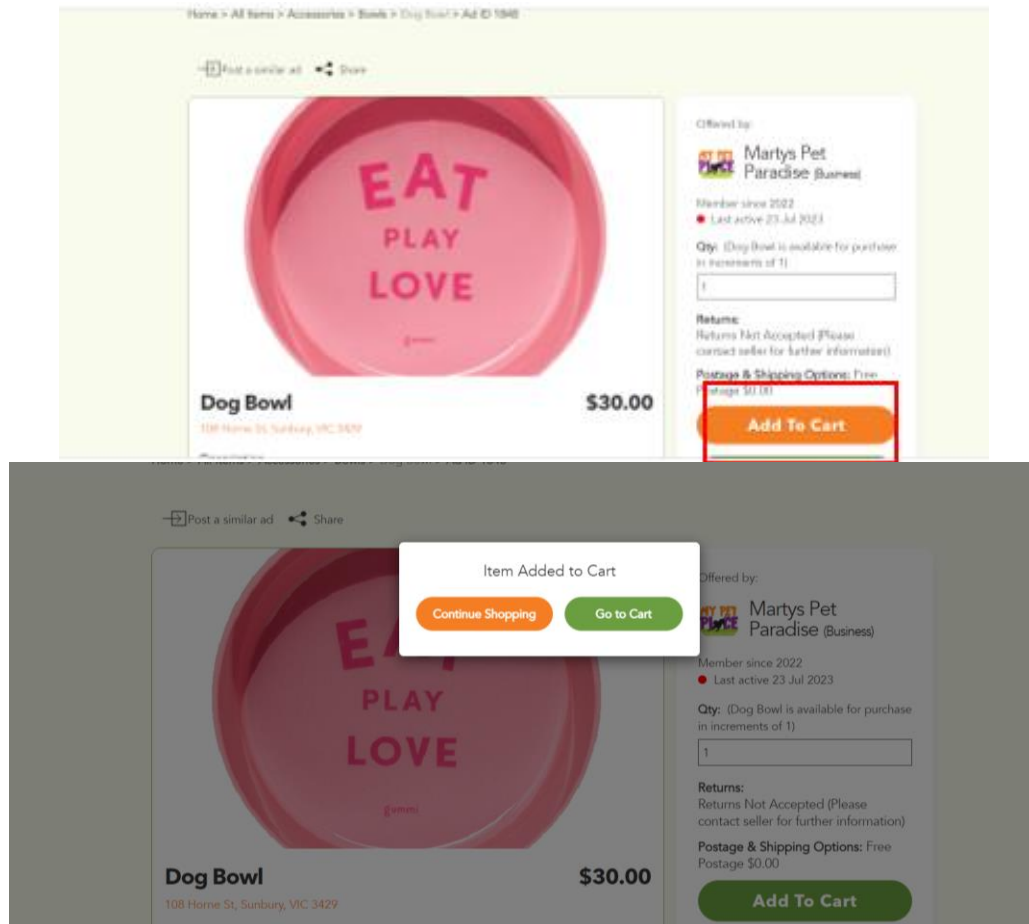
1. Go to the desired Category listing to find the pet or product you are looking for. For this example, I am looking for a dog bowl under the “Accessories” category. Click on the relevant drop-down item of interest.



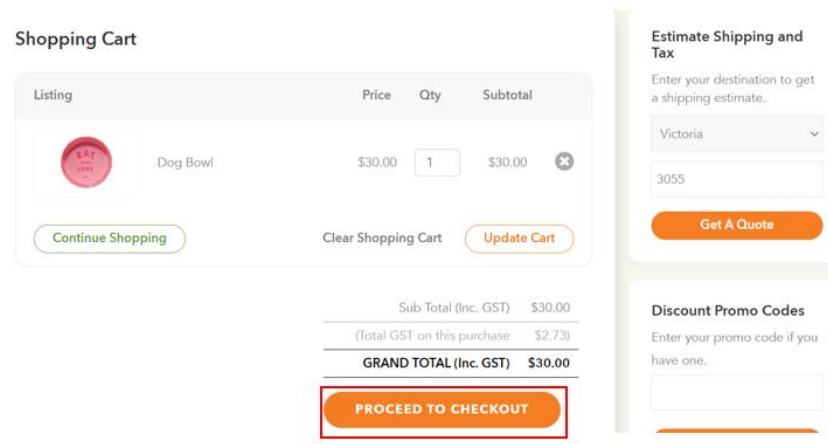
2. Review the listed items and click on the item listing of interest.



3. Press the “Add to Cart” button to add item to your shopping cart. You will receive a “Item Added to Cart”. You can either “Continue Shopping” or “Go to Cart”.



4. If you press the "Go to Cart" button, you will see a summary of your purchase. Click on "Proceed to Checkout".



5. Upon proceeding to Check out, you will receive a Checkout summary. You can either ship to your default address by selecting "Ship to this address", or ship to another address by selecting "Ship to different address".

Checkout

1. Billing Information

Select a billing address from your address book or enter a new address.

☒ Ship to this address
☐ Ship to different address

* Required Fields

CONTINUE

2. Shipping Information

3. Shipping Method

4. Payment Information

5. Order Review

- If you select "Ship to different address", go to drop down and select "New Address". Enter in the alternative shipping address that you'd like to package to ship to. The auto-address function will begin to autofill, once your address appears in the auto-address fill menu, select it. The address details will then auto-populate into all relevant fields.

2. Shipping Information

Select a shipping address from your address book or enter a new address.

New Address

Mrs

Company

Address line2

Victoria

Australia

Fax

☐ Save in address book
☐ Use Billing Address

* Required Fields

[« Back](#)

- If you want to save the address, tick the "Save in address book" box. If you want this new address as your billing address, tick the "Use Billing Address". Press the "Continue" button.

Fax

☐ Save in address book

☐ Use Billing Address

* Required Fields

« Back

CONTINUE

8. Select the available Shipping Method. For this example, "Free Shipping" is available. Press the "Continue" button.

Checkout

1. Billing Information [Open](#)

2. Shipping Information [Open](#)

3. Shipping Method

Select your preferred shipping method:

Dog Bowl

☒ Free Shipping \$0.00

« Back

CONTINUE

4. Payment Information

5. Order Review

9. In "Payment Information", if you have no budget in your wallet, you will need to add in your credit card details, if they have not been saved previously. Enter in your credit card details:
- Card Number;
 - Expiry (MM/YY);
 - CVC (3-digit code on back of card);
 - Check the box to "Securely save your card details for repeat and recurring orders" to remember the card details. Press the "Continue" button.

4. Payment Information

No amount available in wallet

☒ Stripe Payment Gateway

Add a new card details for payment

Card number

4242 4242 4242 4242

Expiration * CVC *

09 / 26 111

* Required Fields

☒ Securely Save Your Card Details for Repeat and Recurring Orders.


« Back

CONTINUE

10. You will then need to review your order in "Order Review". Check the details of your order and if everything is correct, click on the "Place Order" button.


You will then receive a notification to say that the order has been received and that the payment has come through.

5. Order Review

PRODUCT NAME	PRICE	QTY	SUBTOTAL
 Dog Bowl	\$30.00	1	\$30.00
Sub Total (Inc. GST)			\$30.00
Shipping & Handling (Inc. GST)			\$0.00
(Total GST on this purchase			\$2.73)
GRAND TOTAL (Inc. GST)			\$30.00

Forgot an Item? [Edit Your Cart](#)

PLACE ORDER



Your order has been received & your payment has gone through.

Thank you for your purchase

Your order ID is: 100001083

You will receive an order confirmation email with details of your order

Continue Shopping

VIEW ORDERS

11. You will also receive an email notification regarding your purchase.

How to add and remove credit card details

Please refer to steps 7, 8 and 9 in "How to register an Individual Account" for details.