



Order Multiple Products

Land Enquiry Services Quick Guide

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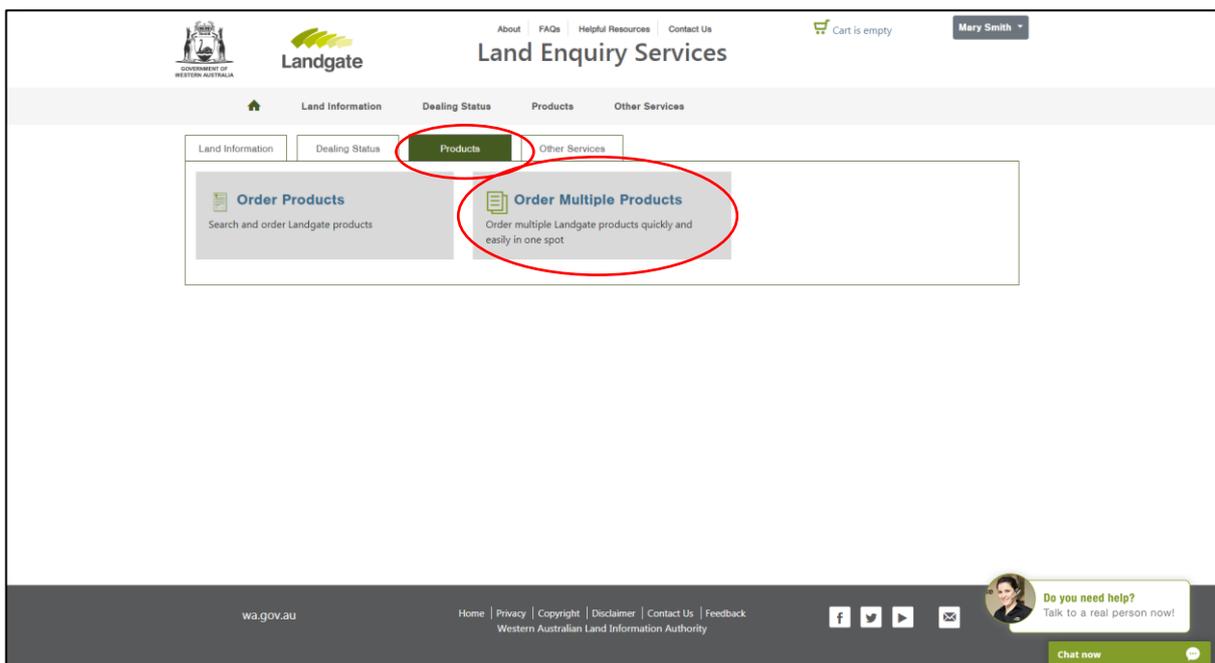
Order Multiple Products

Land Enquiry Services provides you with several ways to obtain products about a property. If you know the Certificate of Title number (i.e. volume and folio) or the document number, you can use the 'Order Multiple Products' screen to select products quickly without the need to search and view the property details.

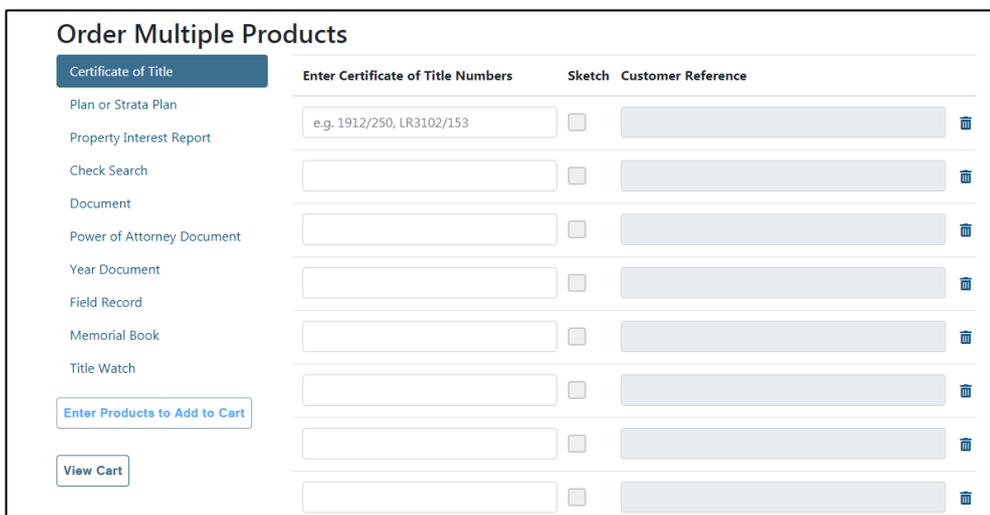
Add all products you have selected to the shopping cart, pay with your credit card or MyLandgate account, and receive PDF copies via email within 30 minutes of successful submission.

Open the Order Multiple Products screen

Open Land Enquiry Services and select 'Products', then select 'Order Multiple Products'.



This will open the Order Multiple Products screen.

A screenshot of the "Order Multiple Products" screen. The page title is "Order Multiple Products". There are three columns: "Certificate of Title", "Enter Certificate of Title Numbers", "Sketch", and "Customer Reference". The "Certificate of Title" column has a dropdown menu with options: "Plan or Strata Plan", "Property Interest Report", "Check Search", "Document", "Power of Attorney Document", "Year Document", "Field Record", "Memorial Book", and "Title Watch". Below this is a button "Enter Products to Add to Cart". The "Enter Certificate of Title Numbers" column has a text input field with the example "e.g. 1912/250, LR3102/153". The "Sketch" and "Customer Reference" columns have checkboxes and text input fields. At the bottom left is a "View Cart" button.

Ordering Products

Select the product from the left-hand side, and enter the details required on the right. You can also add your own reference details in the far-right column. This screen allows you to type in many entries for each product. For example, if you want to order three certificates of titles, you can type in the volume and folio numbers for all three.

Product	Enter Certificate of Title Numbers	Sketch	Customer Reference
Certificate of Title	1234/567	<input checked="" type="checkbox"/>	Client #222441
Plan or Strata Plan		<input type="checkbox"/>	
Property Interest Report		<input type="checkbox"/>	
Check Search		<input type="checkbox"/>	
Document		<input type="checkbox"/>	
Power of Attorney Document		<input type="checkbox"/>	

The fields on the right will change depending on which product you selected from the left. As some products require different information to order be sure to complete all the necessary fields. For example, a Document product requires the unique alphanumeric document number; and a Check Search has an additional data field to complete.

DID YOU KNOW?

Alerts appear under the products to bring your attention to the status of the product. This helps you to make an informed decision to proceed with the purchase or not.

Product	Count
Certificate of Title	1
Plan or Strata Plan	
Property Interest Report	1
Check Search	
Document	1
Power of Attorney Document	
Year Document	
Field Record	
Memorial Book	
Title Watch	

Add 3 Products to Cart

As products are typed in, numbers will appear next to each product so that you can see (at a glance) how many products are waiting to be added to your shopping cart.

Once you have finished adding all the products into the Order Multiple Products screen, you can click the 'Add X Products to Cart' button at the bottom of the product list.

Please note it will take a moment to verify all products and check for any errors with the data that has been submitted.

Once resolved, all successful products will be added to the cart and any errors will be highlighted on the left of the screen, allowing you to investigate and correct before attempting to add it again.

Product	Count
Certificate of Title	1
Plan or Strata Plan	

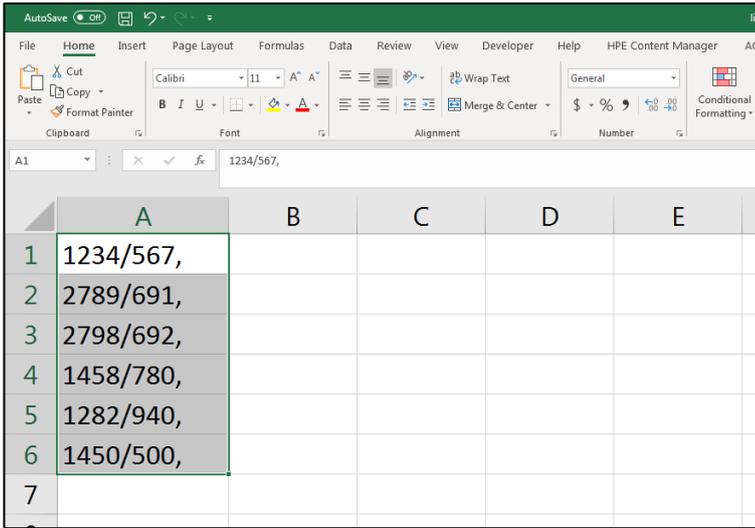
Ordering Products from a List

If you are ordering products from a pre-existing list, you can use the copy and paste feature built into the Order Multiple Products screen.

There are some conditions that should be met first:

- 1) All products in the list must be the same type (e.g. all document numbers, or all volume and folio numbers, or all memorial book numbers etc)
- 2) All products are separated by a comma (,).

Copy the numbers in your list, ensuring you include the commas.



Open the Order Multiple Products page and select the product you want to purchase from the left-hand side. Click into the first field on the right.

Certificate of Title	Enter Certificate of Title Numbers	Customer Reference
Plan or Strata Plan	<input type="text"/>	<input type="text"/>
Property Interest Report	<input type="text"/>	<input type="text"/>
Check Search	<input type="text"/>	<input type="text"/>
Document	<input type="text"/>	<input type="text"/>
Power of Attorney Document	<input type="text"/>	<input type="text"/>
Year Document	<input type="text"/>	<input type="text"/>
Field Record	<input type="text"/>	<input type="text"/>
Memorial Book	<input type="text"/>	<input type="text"/>
Title Watch	<input type="text"/>	<input type="text"/>

Then paste into this field using the right click option on your mouse, or 'ctrl + v'. To ensure the screen verifies all the numbers you have pasted, click onto the first customer reference field on the far-right hand side.

Order Multiple Products

	Enter Certificate of Title Numbers	Customer Reference
Certificate of Title	<input type="text" value="1234/567"/>	<input type="text"/>
Plan or Strata Plan	<input type="text" value="2789/691"/>	<input type="text"/>
Property Interest Report 6	<input type="text" value="2798/692"/>	<input type="text"/>
Check Search	<input type="text" value="1458/780"/>	<input type="text"/>
Document	<input type="text" value="1282/940"/>	<input type="text"/>
Power of Attorney Document	<input type="text" value="1450/500"/>	<input type="text"/>
Year Document	(Subject to Dealing)	<input type="text"/>
Field Record	<input type="text"/>	<input type="text"/>
Memorial Book	(Subject to Dealing)	<input type="text"/>
Title Watch	<input type="text"/>	<input type="text"/>

This should automatically add all valid products into separate lines in the product option. If you want to order more products with the same set of entries, simply select a different product on the left and paste the details in again.

Completing Your Order

To add the products from the Order Multiple Products screen, click the 'Add X Products to Cart' button.

All your products have been successfully added to cart when there are no more numbers or errors next to the products on the left, and your cart at the top of the screen reflects both the number of items added and the cost.

Click on the cart icon at the top of the page to view the items you have added to your order. If you want to delete a product you have added, this can be done while reviewing your shopping cart.

Review Your Shopping Trolley

Product Name	Reference	Delivery	Unit Price inc GST	Price inc GST	
Certificate of Title with Sketch 1234/567 324 Alexander Road, BELMONT 6104		Email	\$25.70	\$25.70	
Certificate of Title 1124/452 (Cancelled)		Email	\$25.70	\$25.70	
Certificate of Title 2000/20 (Subject to Dealing) 55B Yeovil Crescent, BICTON 6157		Email	\$25.70	\$25.70	
* Delivery costs will apply if compressed file size is greater than 600MB			Total *	\$77.10	

To proceed with your order, select Next, enter your payment details and ensure they are correct before proceeding to the confirmation screen.

Read the confirmation screen carefully to ensure your cart contains all the correct items, then confirm and submit your order.

Once Landgate has successfully received payment, you will be provided with the request number and confirmation of the email address the product will be sent to.

ORDER SUCCESSFUL

Landgate Request Number

85107466

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If your order has not been received within 30 minutes, please don't re-order. Contact Customer Service who can assist you; this will avoid you being charged twice for the same product.