



All tags can be copy + pasted as they are in the grids below. The tags will only work with the “Sales Instruction” “Person Type”.

Tag	Field
<i>[Instruction.Vendor.FullName]</i>	
<i>[Instruction.Vendor.Title]</i>	Vendor > Title
<i>[Instruction.Vendor.Forename]</i>	Vendor > Forename
<i>[Instruction.Vendor.Middlename]</i>	Vendor >
<i>[Instruction.Vendor.ForenameInitial]</i>	
<i>[Instruction.Vendor.MiddlenameInitial]</i>	
<i>[Instruction.Vendor.Surname]</i>	Vendor > Surname
<i>[Instruction.Vendor.AddressLine1]</i>	Vendor > Contacts > Address Line 1
<i>[Instruction.Vendor.AddressLine2]</i>	Vendor > Contacts > Address Line 2
<i>[Instruction.Vendor.AddressLine3]</i>	Vendor > Contacts > Address Line 3
<i>[Instruction.Vendor.AddressLine4]</i>	Vendor > Contacts > Address Line 4
<i>[Instruction.Vendor.Postcode]</i>	Vendor > Contacts > Postcode
<i>[Instruction.Vendor.Nationality]</i>	Vendor > AML & Finance > Nationality
<i>[Instruction.Vendor.LandPhone]</i>	Vendor > Contact > Land Phone
<i>[Instruction.Vendor.Fax]</i>	Vendor > Contact > Fax Phone
<i>[Instruction.Vendor.MobilePhone]</i>	Vendor > Personal Details > Mobile Phone
<i>[Instruction.Vendor.Email]</i>	Vendor > Personal Details > Email Address
<i>[Instruction.Vendor.DateOfBirth]</i>	Vendor > AML and Finance > Date of Birth
<i>[Instruction.Vendor.EmailLetters]</i>	Vendor > Personal Details > Email Letters
<i>[Instruction.Vendor.DeptAmount]</i>	
<i>[Instruction.Vendor.MainAccountBalance]</i>	
<i>[Instruction.Vendor.BankDetails_AccountName]</i>	Vendor > Bank Details > Account Name
<i>[Instruction.Vendor.BankDetails_AccountNumber]</i>	Vendor > Bank Details > Account Number
<i>[Instruction.Vendor.BankDetails_AccountSortCode]</i>	Vendor > Bank Details > Account Sort Code
<i>[Instruction.Vendor.BankDetails_BankName]</i>	Vendor > Bank Details > Bank Name

[Instruction.Vendor.BankDetails_BankAddress1]	Vendor > Bank Details > Bank Address 1
[Instruction.Vendor.BankDetails_BankAddress2]	Vendor > Bank Details > Bank Address 2
[Instruction.Vendor.BankDetails_BankAddress3]	Vendor > Bank Details > Bank Address 3
[Instruction.Vendor.BankDetails_BankAddress4]	Vendor > Bank Details > Bank Address 4
[Instruction.Vendor.BankDetails_BankPostcode]	Vendor > Bank Details > Bank Postcode
[Instruction.Vendor.BankDetails_BICSWIFTCode]	Vendor > Bank Details > BIC/SWIFT Code
[Instruction.Vendor.BankDetails_IBANCode]	Vendor > Bank Details > IBAN Code
[Instruction.SecondVendor.FullName]	
[Instruction.SecondVendor.Title]	Second Vendor > Title
[Instruction.SecondVendor.Forename]	Second Vendor > Forename
[Instruction.SecondVendor.Middlename]	Second Vendor >
[Instruction.SecondVendor.ForenameInitial]	
[Instruction.SecondVendor.MiddlenameInitial]	
[Instruction.SecondVendor.Surname]	Second Vendor > Surname
[Instruction.SecondVendor.AddressLine1]	Second Vendor > Contacts > Address Line 1
[Instruction.SecondVendor.AddressLine2]	Second Vendor > Contacts > Address Line 2
[Instruction.SecondVendor.AddressLine3]	Second Vendor > Contacts > Address Line 3
[Instruction.SecondVendor.AddressLine4]	Second Vendor > Contacts > Address Line 4
[Instruction.SecondVendor.Postcode]	Second Vendor > Contacts > Postcode
[Instruction.SecondVendor.Nationality]	Second Vendor > AML & Finance > Nationality
[Instruction.SecondVendor.LandPhone]	Second Vendor > Contact > Land Phone
[Instruction.SecondVendor.Fax]	Second Vendor > Contact > Fax Phone
[Instruction.SecondVendor.MobilePhone]	Second Vendor > Personal Details > Mobile Phone
[Instruction.SecondVendor.Email]	Second Vendor > Personal Details > Email Address
[Instruction.SecondVendor.DateOfBirth]	Second Vendor > AML and Finance > Date of Birth
[Instruction.SecondVendor.EmailLetters]	Second Vendor > Personal Details > Email Letters
[Instruction.SecondVendor.NationalInsurance]	
[Instruction.SecondVendor.DeptAmount]	
[Instruction.SecondVendor.MainAccountBalance]	
[Instruction.SecondVendor.BankDetails_AccountName]	Second Vendor > Bank Details > Account Name
[Instruction.SecondVendor.BankDetails_AccountNumber]	Second Vendor > Bank Details > Account Number

[Instruction.SecondVendor.BankDetails_AccountSortCode]	Second Vendor > Bank Details > Account Sort Code
[Instruction.SecondVendor.BankDetails_BankName]	Second Vendor > Bank Details > Bank Name
[Instruction.SecondVendor.BankDetails_BankAddress1]	Second Vendor > Bank Details > Bank Address 1
[Instruction.SecondVendor.BankDetails_BankAddress2]	Second Vendor > Bank Details > Bank Address 2
[Instruction.SecondVendor.BankDetails_BankAddress3]	Second Vendor > Bank Details > Bank Address 3
[Instruction.SecondVendor.BankDetails_BankAddress4]	Second Vendor > Bank Details > Bank Address 4
[Instruction.SecondVendor.BankDetails_BankPostcode]	Second Vendor > Bank Details > Bank Postcode
[Instruction.SecondVendor.BankDetails_BICSWIFTCode]	Second Vendor > Bank Details > BIC/SWIFT Code
[Instruction.SecondVendor.BankDetails_IBANCode]	Second Vendor > Bank Details > IBAN Code
[Instruction.SecondVendor.CreditTermsDays]	
[Instruction.Service.Name]	Sales Instruction > Appraisal > Service Type
[Instruction.AcceptedOffer.Instruction]	Offer > Instruction
[Instruction.AcceptedOffer.OfferedBy]	Offer > Offered By
[Instruction.AcceptedOffer.OfferAmount]	Offer > Offer Amount
[Instruction.AcceptedOffer.Status]	Offer > Status
[Instruction.AcceptedOffer.Deposit]	Offer > Deposit
[Instruction.AcceptedOffer.FinancialVerified]	Offer > Financial Verified
[Instruction.AcceptedOffer.SubjectToContract]	Offer > Subject to Contract
[Instruction.AcceptedOffer.SubjectToMortgage]	Offer > Subject to Mortgage
[Instruction.AcceptedOffer.SubjectToSurvey]	Offer > Subject to Survey
[Instruction.AcceptedOffer.FixturesFittings]	Offer > Fixtures/Fittings
[Instruction.AcceptedOffer.SpecialTerms]	Offer > Special Terms
[Instruction.AcceptedOffer.Notes]	Offer > Internal Notes/Financial Verification
[Instruction.AcceptedOffer.BuyerSolicitor]	Offer > Buyer Solicitor
[Instruction.AcceptedOffer.SolicitorBuyerContractor]	Offer > Buyer Solicitor Contractor
[Instruction.AcceptedOffer.AssociatedWith]	Offer > Associated With
[Instruction.AcceptedOffer.AssociatedEstateAgent]	Offer > Associated Estate Agent
[Instruction.AcceptedOffer.AssociatedDeveloper]	Offer > Associated Developer
[Instruction.AcceptedOffer.OfferDate]	Offer > Offer Date
[Instruction.AcceptedOffer.OfferTime]	Offer > Offer Time
[Instruction.AcceptedOffer.FinancialVerifiedDate]	Offer > Date and Time when Financial Verified
[Instruction.AcceptedOffer.Negotiator]	Offer > Negotiator
[Instruction.Branch.Name]	Instruction > Branch
[Instruction.Branch.AddressLine1]	Branch > Address Line 1

[Instruction.Branch.AddressLine2]	Branch > Address Line 2
[Instruction.Branch.AddressLine3]	Branch > Address Line 3
[Instruction.Branch.AddressLine4]	Branch > Address Line 4
[Instruction.Branch.Postcode]	Branch > Postcode
[Instruction.Branch.LandPhone]	Branch > Land Phone
[Instruction.Branch.Fax]	Branch > Fax Phone
[Instruction.Branch.Email]	Branch > Email Address Override
[Instruction.Branch.Website]	Branch > Website
[Instruction.Branch.CompanyName]	The Company's Name
[Instruction.Branch.CompanyMarketingName]	The Company's Marketing Name
[Instruction.Branch.VATNumber]	The Company's VAT Number
[Instruction.Branch.CompanyRegistrationNum]	The Company's Registration Number
[Instruction.Branch.OpeningHours_Sunday]	The Branch's Opening Hours
[Instruction.Branch.OpeningHours_Monday]	The Branch's Opening Hours
[Instruction.Branch.OpeningHours_Tuesday]	The Branch's Opening Hours
[Instruction.Branch.OpeningHours_Wednesday]	The Branch's Opening Hours
[Instruction.Branch.OpeningHours_Thursday]	The Branch's Opening Hours
[Instruction.Branch.OpeningHours_Friday]	The Branch's Opening Hours
[Instruction.Branch.OpeningHours_Saturday]	The Branch's Opening Hours
[Instruction.Branch.BankDetails_AccountName]	The Branch's Bank Account
[Instruction.Branch.BankDetails_AccountNumber]	The Branch's Bank Account
[Instruction.Branch.BankDetails_AccountSortCode]	The Branch's Bank Account
[Instruction.Branch.BankDetails_BankName]	The Branch's Bank Account
[Instruction.Branch.BankDetails_BankAddress1]	The Branch's Bank Account
[Instruction.Branch.BankDetails_BankAddress2]	The Branch's Bank Account
[Instruction.Branch.BankDetails_BankAddress3]	The Branch's Bank Account
[Instruction.Branch.BankDetails_BankAddress4]	The Branch's Bank Account
[Instruction.Branch.BankDetails_BankPostcode]	The Branch's Bank Account
[Instruction.Branch.BankDetails_BICSWIFTCode]	The Branch's Bank Account
[Instruction.Branch.BankDetails_IBANCode]	The Branch's Bank Account
[Instruction.Negotiator.FullName]	The Full Name of the Negotiator
[Instruction.Negotiator.Title]	Staff > Title
[Instruction.Negotiator.Forename]	Staff > Forename
[Instruction.Negotiator.Surname]	Staff > Surname
[Instruction.Negotiator.JobTitle]	Staff > Job Title
[Instruction.Negotiator.LandPhone]	Staff > Land Phone
[Instruction.Negotiator.MobilePhone]	Staff > Mobile Phone
[Instruction.Negotiator.Email]	Staff >
[Instruction.Negotiator.FirstExternalEmail]	Staff > External Email 1
[Instruction.Negotiator.SecondExternalEmail]	Staff > External Email 2
[Instruction.AppraisalBranch.Name]	Sales Instruction > Appraisal > Appraisal Branch
[Instruction.AppraisalBranch.AddressLine1]	The Address of the Appraisal Branch
[Instruction.AppraisalBranch.AddressLine2]	The Address of the Appraisal Branch
[Instruction.AppraisalBranch.AddressLine3]	The Address of the Appraisal Branch
[Instruction.AppraisalBranch.AddressLine4]	The Address of the Appraisal Branch

<i>[Instruction.AppraisalBranch.Postcode]</i>	The Address of the Appraisal Branch
<i>[Instruction.AppraisalBranch.LandPhone]</i>	The Land Phone of the Appraisal Branch
<i>[Instruction.AppraisalBranch.Fax]</i>	The Fax Phone of the Appraisal Branch
<i>[Instruction.AppraisalBranch.Email]</i>	The Email Address of the Appraisal Branch
<i>[Instruction.AppraisalBranch.Website]</i>	The Website of the Appraisal Branch
<i>[Instruction.AppraisalBranch.OutOfHoursPhoneNumber]</i>	The Out of Hours Phone of the Appraisal Branch
<i>[Instruction.AppraisalBranch.OpeningHours_Sunday]</i>	The Opening Hours of the Appraisal Branch
<i>[Instruction.AppraisalBranch.OpeningHours_Monday]</i>	The Opening Hours of the Appraisal Branch
<i>[Instruction.AppraisalBranch.OpeningHours_Tuesday]</i>	The Opening Hours of the Appraisal Branch
<i>[Instruction.AppraisalBranch.OpeningHours_Wednesday]</i>	The Opening Hours of the Appraisal Branch
<i>[Instruction.AppraisalBranch.OpeningHours_Thursday]</i>	The Opening Hours of the Appraisal Branch
<i>[Instruction.AppraisalBranch.OpeningHours_Friday]</i>	The Opening Hours of the Appraisal Branch
<i>[Instruction.AppraisalBranch.OpeningHours_Saturday]</i>	The Opening Hours of the Appraisal Branch
<i>[Instruction.AppraisalBranch.BankDetails_AccountName]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_AccountNumber]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_AccountSortCode]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_BankName]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_BankAddress1]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_BankAddress2]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_BankAddress3]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_BankAddress4]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_BankPostcode]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_BICSWIFTCode]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.AppraisalBranch.BankDetails_IBANCode]</i>	The Appraisal Branch's Bank Account
<i>[Instruction.PortalBranch.Name]</i>	Sales Instruction > Marketing > Portal Advertising Branch
<i>[Instruction.PortalBranch.AddressLine1]</i>	The Address of the Advertising Portal Branch
<i>[Instruction.PortalBranch.AddressLine2]</i>	The Address of the Advertising Portal Branch
<i>[Instruction.PortalBranch.AddressLine3]</i>	The Address of the Advertising Portal Branch
<i>[Instruction.PortalBranch.AddressLine4]</i>	The Address of the Advertising Portal Branch
<i>[Instruction.PortalBranch.Postcode]</i>	The Address of the Advertising Portal Branch

<i>[Instruction.PortalBranch.LandPhone]</i>	The Land Phone of the Advertising Portal Branch
<i>[Instruction.PortalBranch.Fax]</i>	The Fax Phone of the Advertising Portal Branch
<i>[Instruction.PortalBranch.Email]</i>	The Email Address of the Advertising Portal Branch
<i>[Instruction.PortalBranch.Website]</i>	The Website of the Advertising Portal Branch
<i>[Instruction.PortalBranch.OutOfHoursPhoneNumber]</i>	The Out of Hours Phone of the Advertising Portal Branch
<i>[Instruction.PortalBranch.TDSBranchID]</i>	The Opening Hours of the Advertising Portal Branch
<i>[Instruction.PortalBranch.TDSCompanyIDOverride]</i>	The Opening Hours of the Advertising Portal Branch
<i>[Instruction.PortalBranch.SafeDepositsBranchID]</i>	The Opening Hours of the Advertising Portal Branch
<i>[Instruction.PortalBranch.SafeDepositsCompanyIDOverride]</i>	The Opening Hours of the Advertising Portal Branch
<i>[Instruction.PortalBranch.CompanyName]</i>	The Opening Hours of the Advertising Portal Branch
<i>[Instruction.PortalBranch.CompanyMarketingName]</i>	The Opening Hours of the Advertising Portal Branch
<i>[Instruction.PortalBranch.VATNumber]</i>	The Opening Hours of the Advertising Portal Branch
<i>[Instruction.PortalBranch.CompanyRegistrationNum]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.CompanyPlaceOfRegistration]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.TradingStatement]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.OpeningHours_Sunday]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.OpeningHours_Monday]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.OpeningHours_Tuesday]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.OpeningHours_Wednesday]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.OpeningHours_Thursday]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.OpeningHours_Friday]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.OpeningHours_Saturday]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_AccountName]</i>	The Advertising Portal Branch's Bank Account

<i>[Instruction.PortalBranch.BankDetails_AccountNumber]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_AccountSortCode]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_BankName]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_BankAddress1]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_BankAddress2]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_BankAddress3]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_BankAddress4]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_BankPostcode]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_BICSWIFTCode]</i>	The Advertising Portal Branch's Bank Account
<i>[Instruction.PortalBranch.BankDetails_IBANCode]</i>	The Advertising Portal Branch's Bank Account