



LAPASAR B2B MARKETPLACE USER GUIDE

Objectives

The purpose of this document is to provide an overview and step-by-step training to navigate through Lapasar.com as well as the capability to perform procurement functions on the marketplace.

The contents curated in this document allows users to achieve the following:

1 To obtain an understanding on how to navigate through the new B2B procurement platform and its functionalities.

2 To be equipped with sufficient knowledge to use the system based on the functions and features available.

3 To recognise the convenience of the system that provides simplified and optimised procurement efficiency.

The Marketplace Experience on **LAPASAR** .COM

General Functions

1 Product Search Function

- Users will be able to search for items in 3 different ways in the marketplace.

2 Icons Descriptions

- Users will be able to identify icons across the marketplace and their functions.

3 Products Comparison Function

- Users will be able to compare different products to ensure that the chosen product meets the user's needs.

4 Add Items to Cart

- Users will be able to add items to cart and review before checkout.

5 Checkout Process

- Users will be able to check out with the products they have added to cart, and as well as make adjustments before checking out.

6 Mobile App for Users

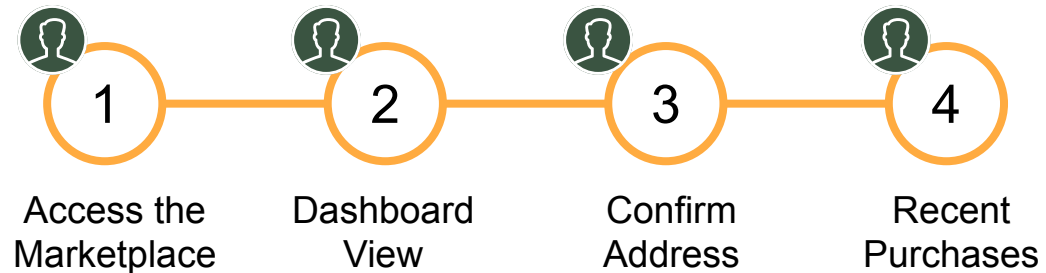
- Users will be able to navigate the functions of the mobile app proficiently.

General Functions

The system general functions and features are covered in this section.

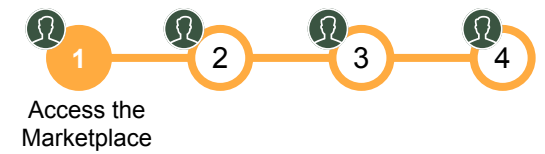
LEARNING OBJECTIVES

Users will be able to access the marketplace and learn the basic system features and familiarise themselves with the interface to capably navigate Lapasar.com as a buyer.



Access the Marketplace

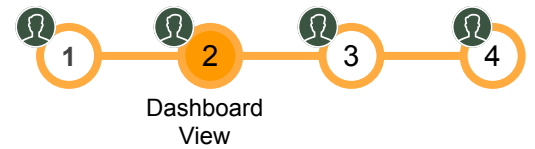
To access the Lapasar marketplace, users will need to login through the LAPASAR platform. Users will be logged in to **Lapasar Marketplace Homepage**.



- 1 Click on **“Home”** to access to Lapasar marketplace homepage.

Dashboard View

User may view and manage the summary and total orders



MAHB Admin
mahb@lapasar.com

Menu

- Dashboard
- Manage Location
- Manage Users
- Manage Workflow
- Manage RFQ
- Manage Orders
- Manage Budget
- Report

Summary:

- Total User: 78
- Total Workflow: 141
- Total Order: 124
- Total Vendor: 2

Order Management

Total Order Placed	124 TICKETS
Pending	000 TICKETS
Accepted	000 TICKETS
Delivered	124 TICKETS

Pre Order

Total Pre Order	090 TICKETS
Pending	001 TICKETS
Approved	085 TICKETS

GO TO MARKETPLACE

Lapasar is Online!

- 1 Click on **“Dashboard”** to manage your account and to view the user Order history (this feature is for viewing purposes only).

Confirm Address



A window will pop up for buyers to confirm the location of their shipping address.

est for Quotations

By Product | What are you looking for?

Lapasar Corp

LOCATION

SELECT YOUR LOCATION TO SEE SUPPLIERS IN YOUR AREA

1 Enter Your Postcode

Or

2 Kuala Lumpur

Select Your District

SAFE

FACE MASK

3PLY

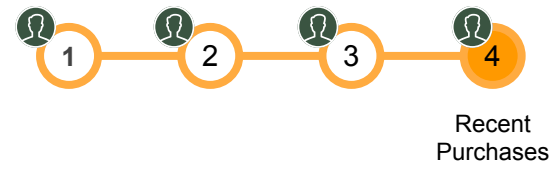
FACE MASK

- 1 Enter the **Postcode** of your shipping location; **OR**
- 2 Select the **State** of your shipping address from the dropdown menu.

Then, proceed with selecting the **District (based on the State chosen above)** from the dropdown menu.

Recent Purchases

This function allows buyers to repeat their recent orders / purchases, which would save time on searching for the same items.



RECENT ORDERS

No.	Order Date	Batch ID	No of Item	Action
No Recent Order				

CLOSE

- 1 Click on the **“Recent Purchases”** button located on the right side of the page.
- 2 A **“Recent Orders”** window will pop up. Users may view their previous order / purchases details on the pop-up window.

APPLICATION DEEP DIVE

General Functions

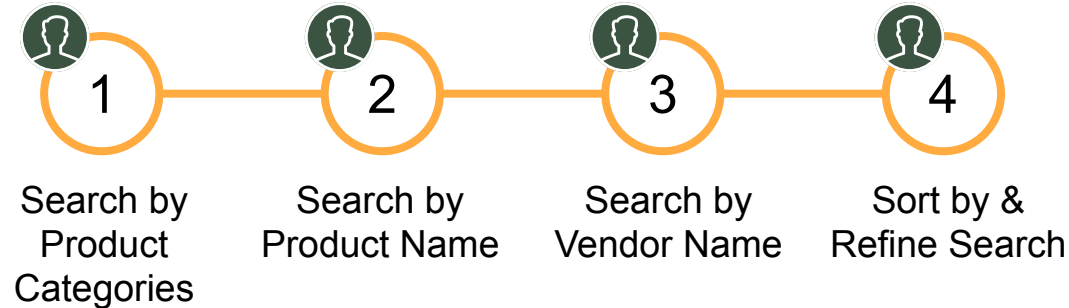
- 1 Product Search Function
- 2 Icons Descriptions
- 3 Products Comparison Function
- 4 Add Items to Cart
- 5 Checkout Process
- 6 Mobile App for Users

Product Search Function

The product search function on Lapasar marketplace is covered in this section.

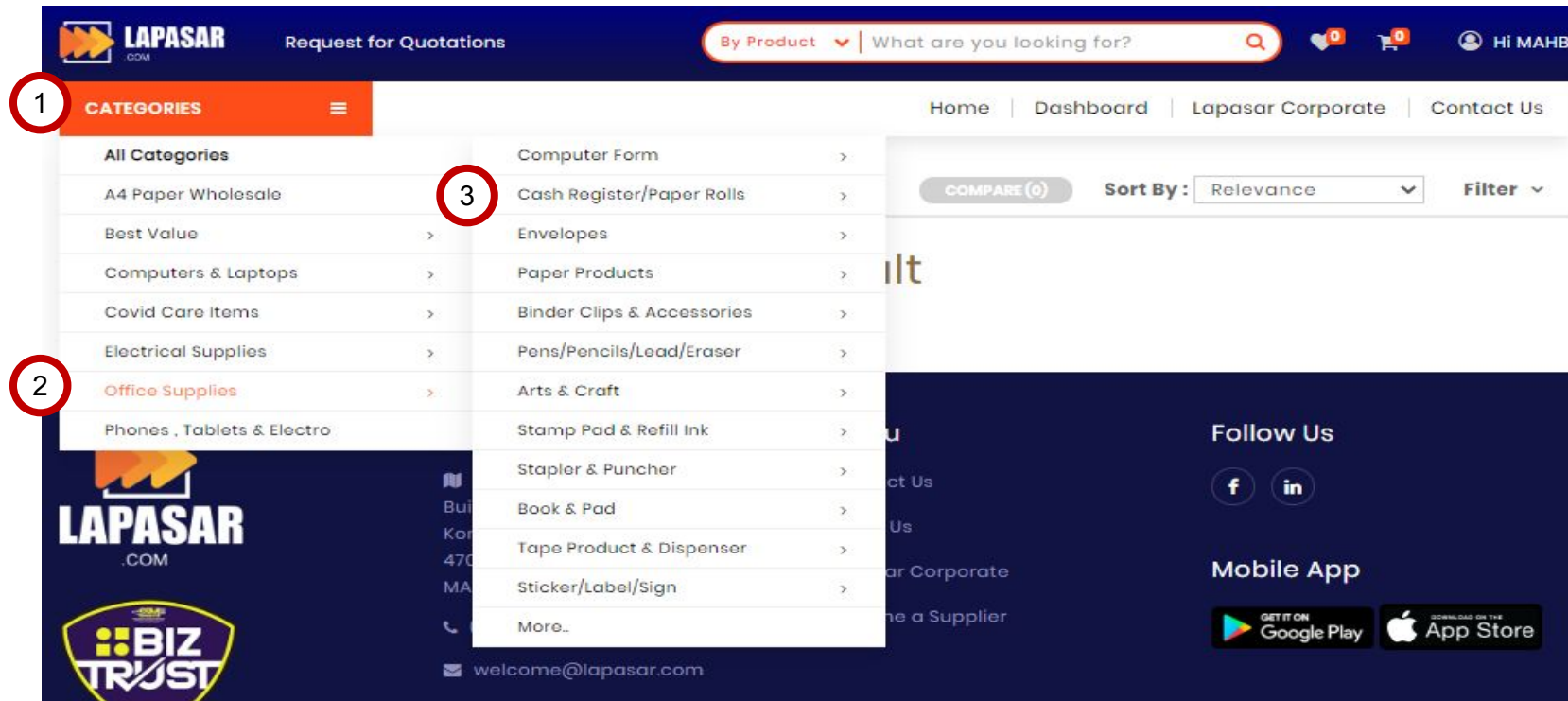
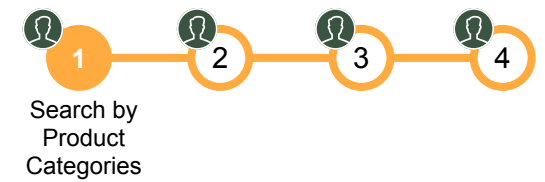
LEARNING OBJECTIVES

Users will be able to search for products via the following methods - by Product Name, by Vendor Name, as well as by product categories.



Search by Product Categories

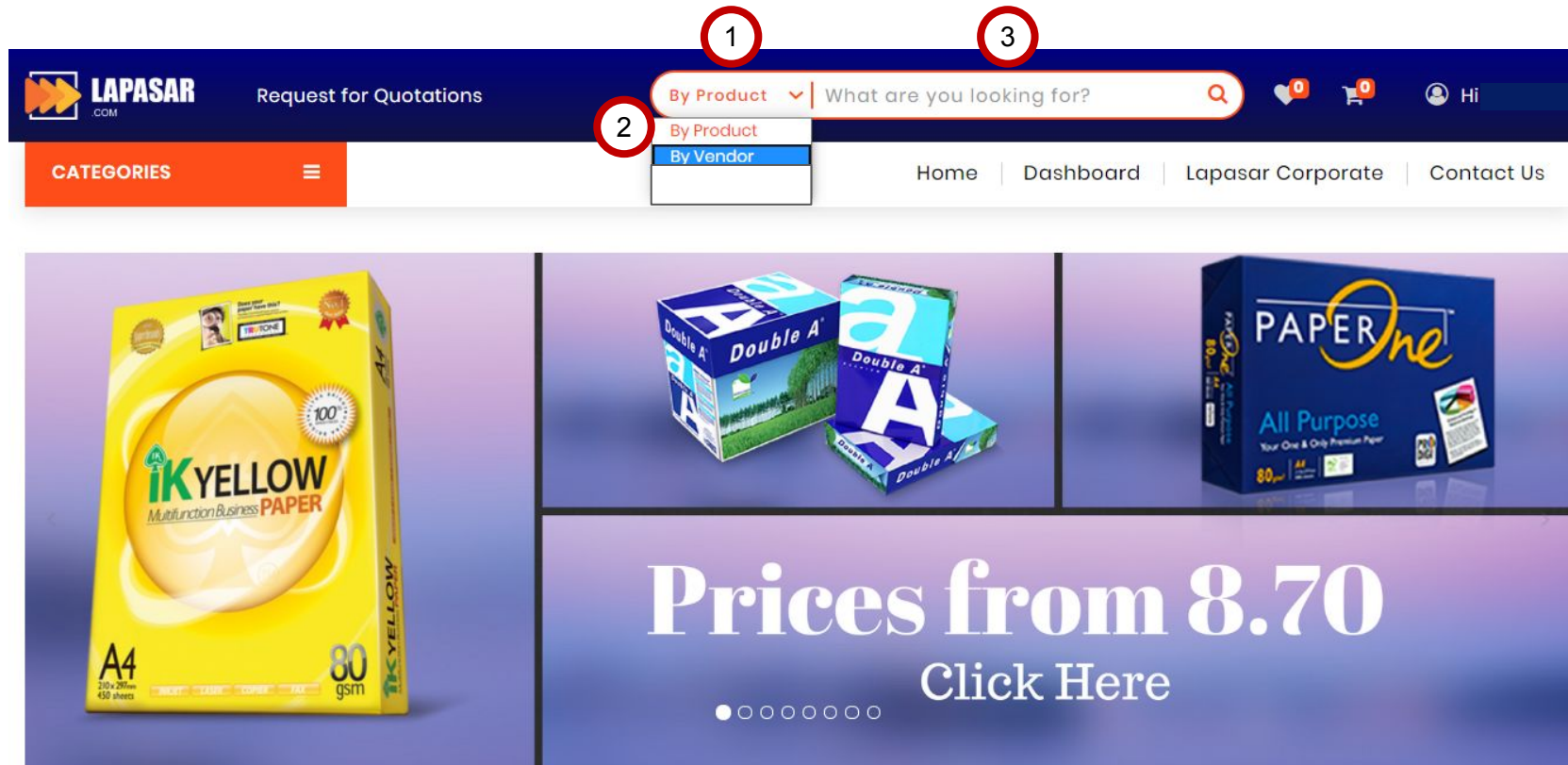
This function allows users to search for products according to their categories and sub-categories.



- 1 Hover over / click on **“Categories”** located at the upper left corner of the homepage. A drop down list will appear.
- 2 Go to the product category you desire, and a sub-category list will appear on the right.
- 3 Click on the sub-category you chose, you will be then directed to the products listed under that sub-category.

Search by Product Name

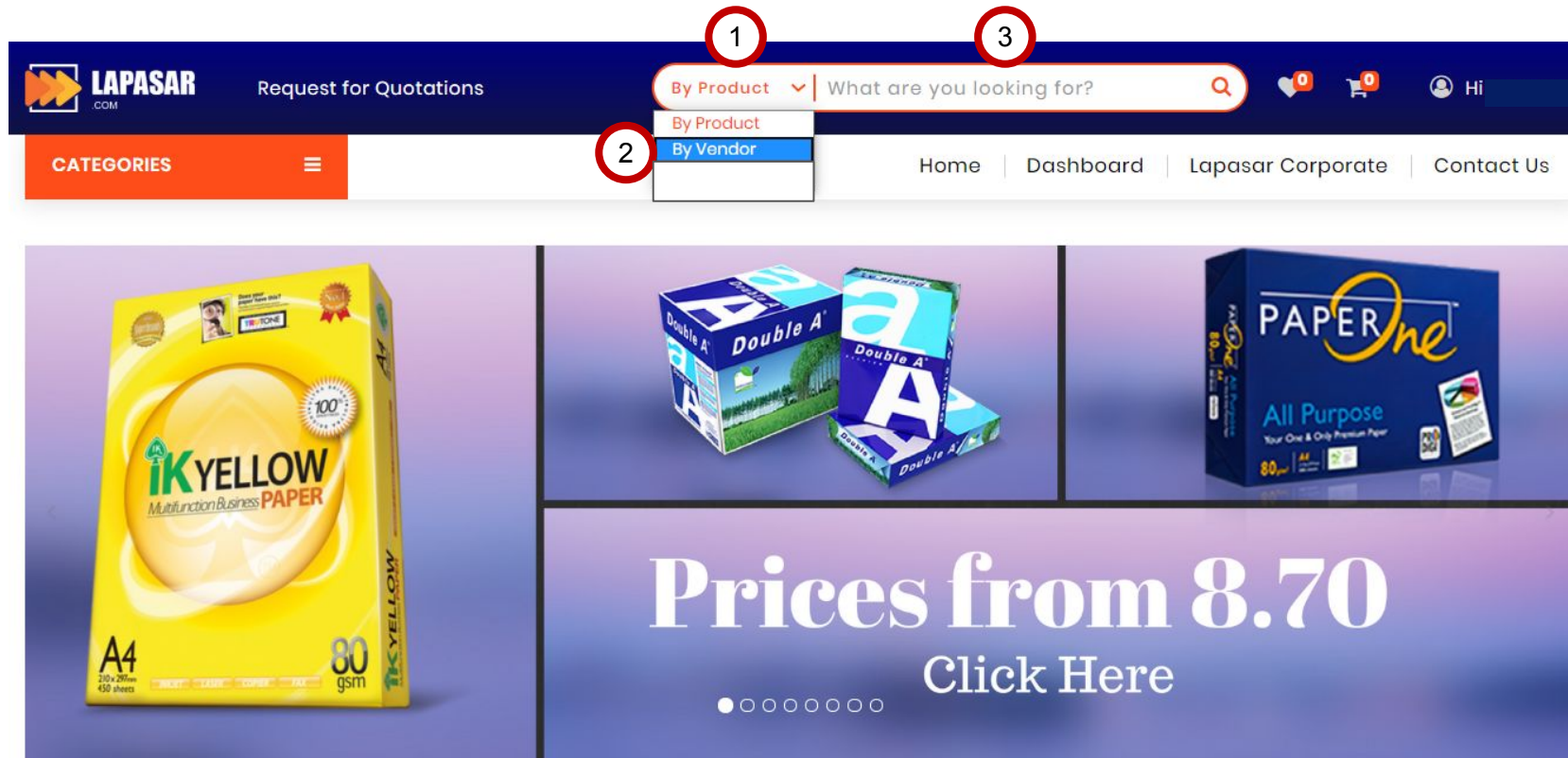
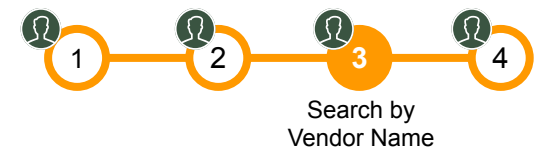
This function allows users to search for products by product name.



- 1 Click on the button on the left of the search bar. A drop down menu will appear.
- 2 Click on “By Product”.
- 3 On the search bar, key in the product name that the user is looking on the marketplace.

Search by Vendor Name

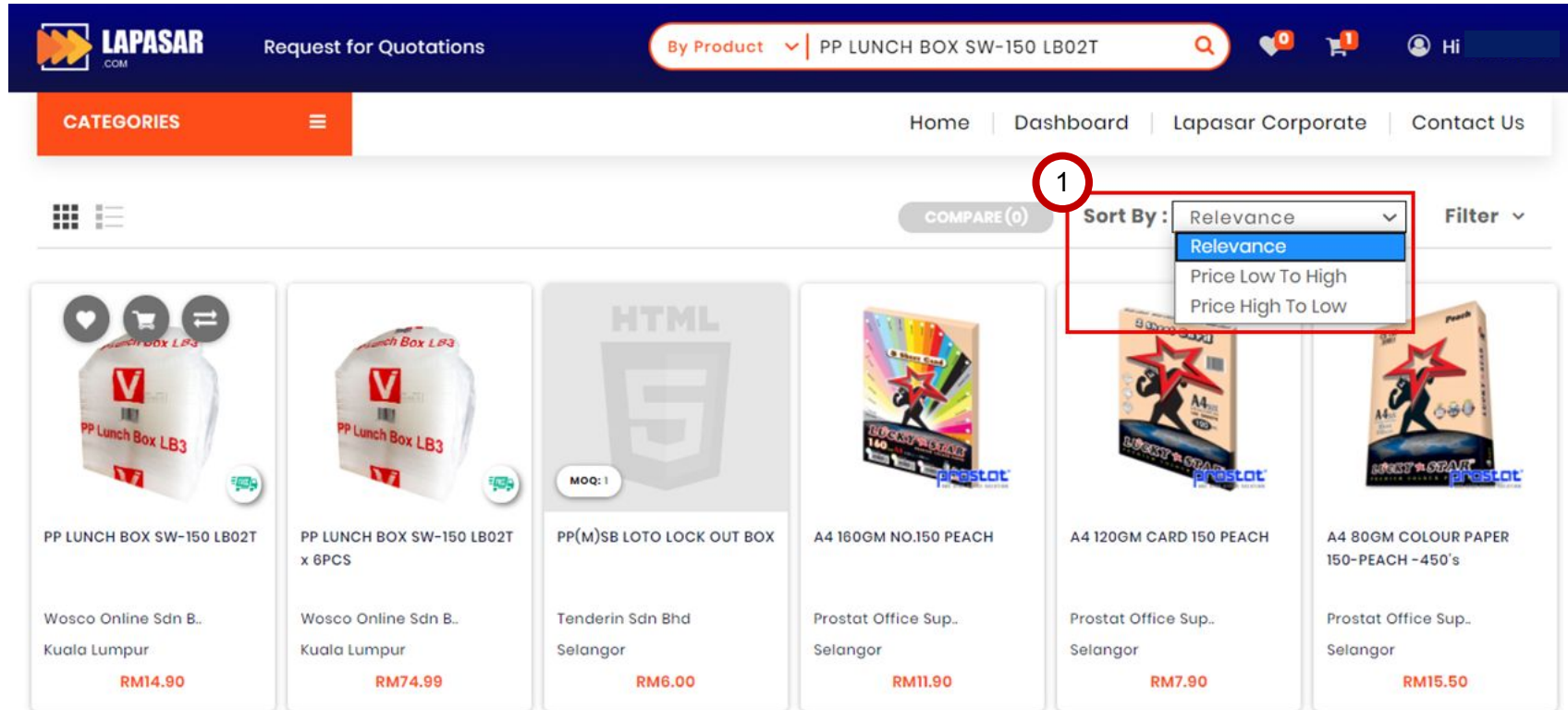
This function allows users to search for products by vendor name.



- 1 Click on the button on the left of the search bar. A drop down menu will appear.
 - 2 Click on “By Vendor”.
 - 3 On the search bar, key in the vendor name.
- Then the user will be directed to all the products listed under the vendor name searched.

Sort By

This function allows users to make the search results more precise.



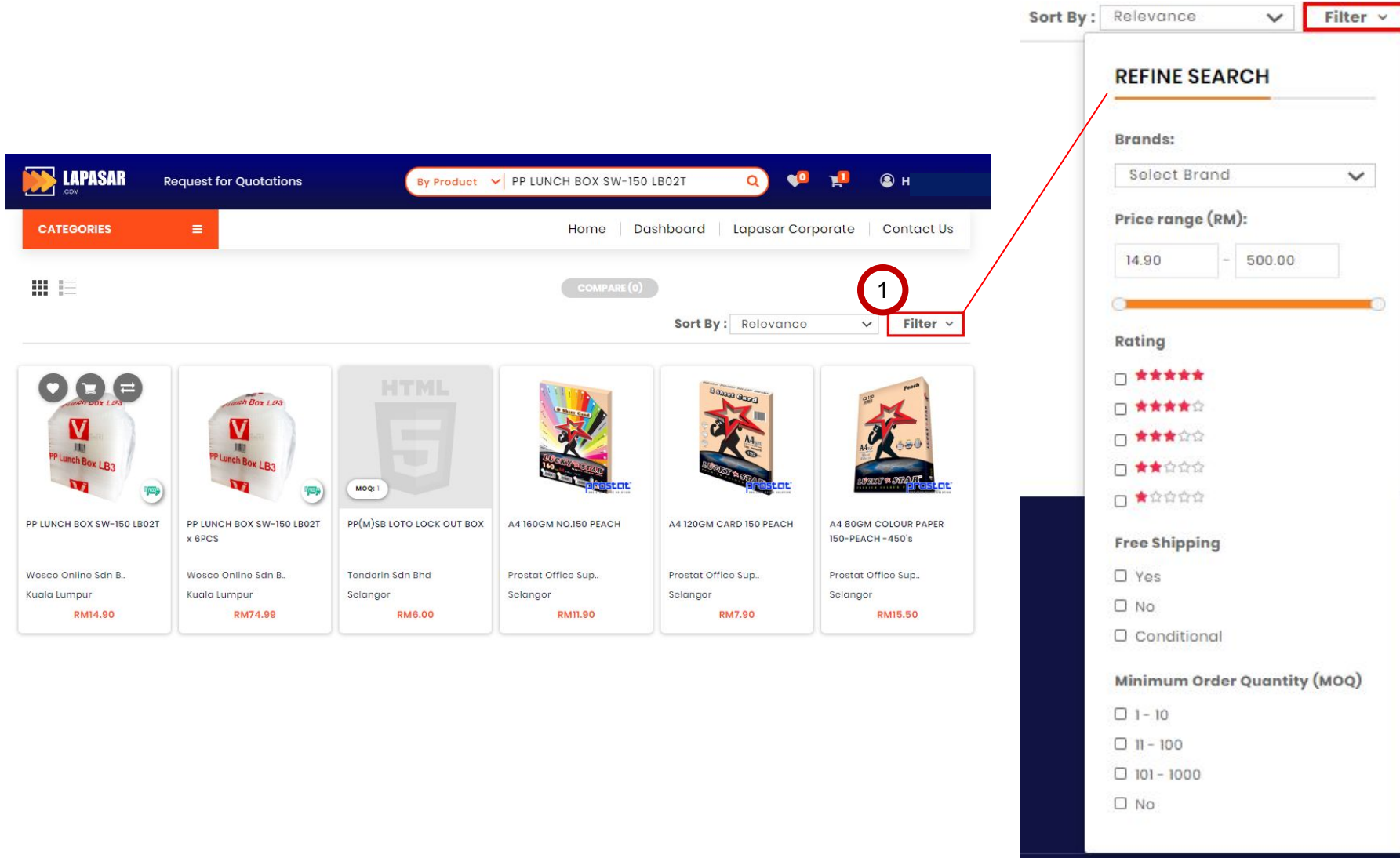
1 Click on the box next to “Sort by”.

A drop down menu will appear to allow users to sort their search by:

- Relevance
- Price Low To High
- Price High to Low

Filter - Refine Search

This function allows users to make the search results more precise.



The screenshot shows the LAPASAR GOM website interface. The top navigation bar includes the logo, 'Request for Quotations', a search bar with 'PP LUNCH BOX SW-150 LB02T', and user icons. Below the navigation bar, there's a 'CATEGORIES' section and a 'COMPARE (0)' button. The main content area displays a grid of product listings. A 'Sort By' dropdown menu is visible, with 'Relevance' selected and 'Filter' highlighted with a red box and a circled '1'. A red line connects this 'Filter' button to a detailed 'REFINE SEARCH' panel on the right.

REFINE SEARCH

Brands:

Select Brand

Price range (RM):

14.90 - 500.00

Rating

☐ ★★★★★

☐ ★★★★☆

☐ ★★★☆☆

☐ ★★☆☆☆

☐ ★☆☆☆☆

Free Shipping

☐ Yes

☐ No

☐ Conditional

Minimum Order Quantity (MOQ)

☐ 1 - 10

☐ 11 - 100

☐ 101 - 1000

☐ No

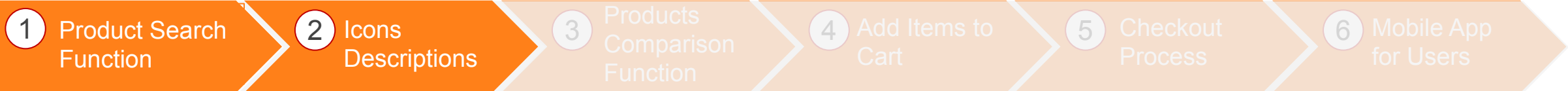
1 Click on “**Filter**”.

A “**Refine Search**” drop down menu will appear for users to refine their search with:

- Brand Name
- Price Range (RM)
- Product Rating
- Product Shipping
- Minimum Order Quantity (MOQ)

APPLICATION DEEP DIVE

General Functions

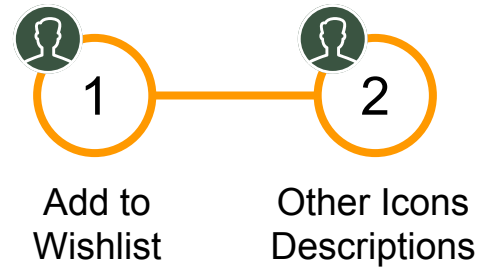


Icons Descriptions

The icons on Lapasar marketplace will be described in this section.

LEARNING OBJECTIVES

Users will be able to recognize the various icons displayed on Lapasar marketplace and what they indicate.



Add to Wishlist



This feature allows users to save items that they are interested in purchasing at a later stage, without needing to search for them again.

LAPASAR .COM Request for Quotations

By Product PP LUNCH BOX SW-150 LB02T

Home | Dashboard | Lapasar Corporate | Contact Us

CATEGORIES

COMPARE (0)

Sort By: Relevance Filter

1

2

Product Name	Price
PP LUNCH BOX SW-150 LB02T	RM14.90
PP LUNCH BOX SW-150 LB02T x 6PCS	RM74.99
PP(M)SB LOTO LOCK OUT BOX	RM6.00
A4 160GM NO.150 PEACH	RM11.90
A4 120GM CARD 150 PEACH	RM7.90
A4 80GM COLOUR PAPER 150-PEACH -450's	RM15.50

1 Click on the **“Wishlist Icon”** on the **product** to add the product to wishlist.

A window will pop up indicating the product has been added to the wishlist.

2 Click on **“Wishlist Icon”** on the **navigation bar** to view items added to the wishlist.

Add to Wishlist



This feature allows users to save items that they are interested in purchasing at a later stage, without needing to search for them again.

LAPASAR .COM Request for Quotations

By Product What are you looking for?

Home Dashboard Lapasar Corporate Contact Us

MY WISHLIST

ADD SELECTED TO CART REMOVE SELECTED SELECT ALL

MY POWER TOOLS

Image	Product Name	Variants	Shipping Charge	Unit Price	Action
	X431 BST-760 Battery System Tester c/w Printer - EA	-	Free	RM2.00	<input checked="" type="checkbox"/>

Wosco Online Sdn Bhd

Image	Product Name	Variants	Shipping Charge	Unit Price	Action
	PP LUNCH BOX SW-150 LB02T	-	Free	RM14.90	<input checked="" type="checkbox"/>

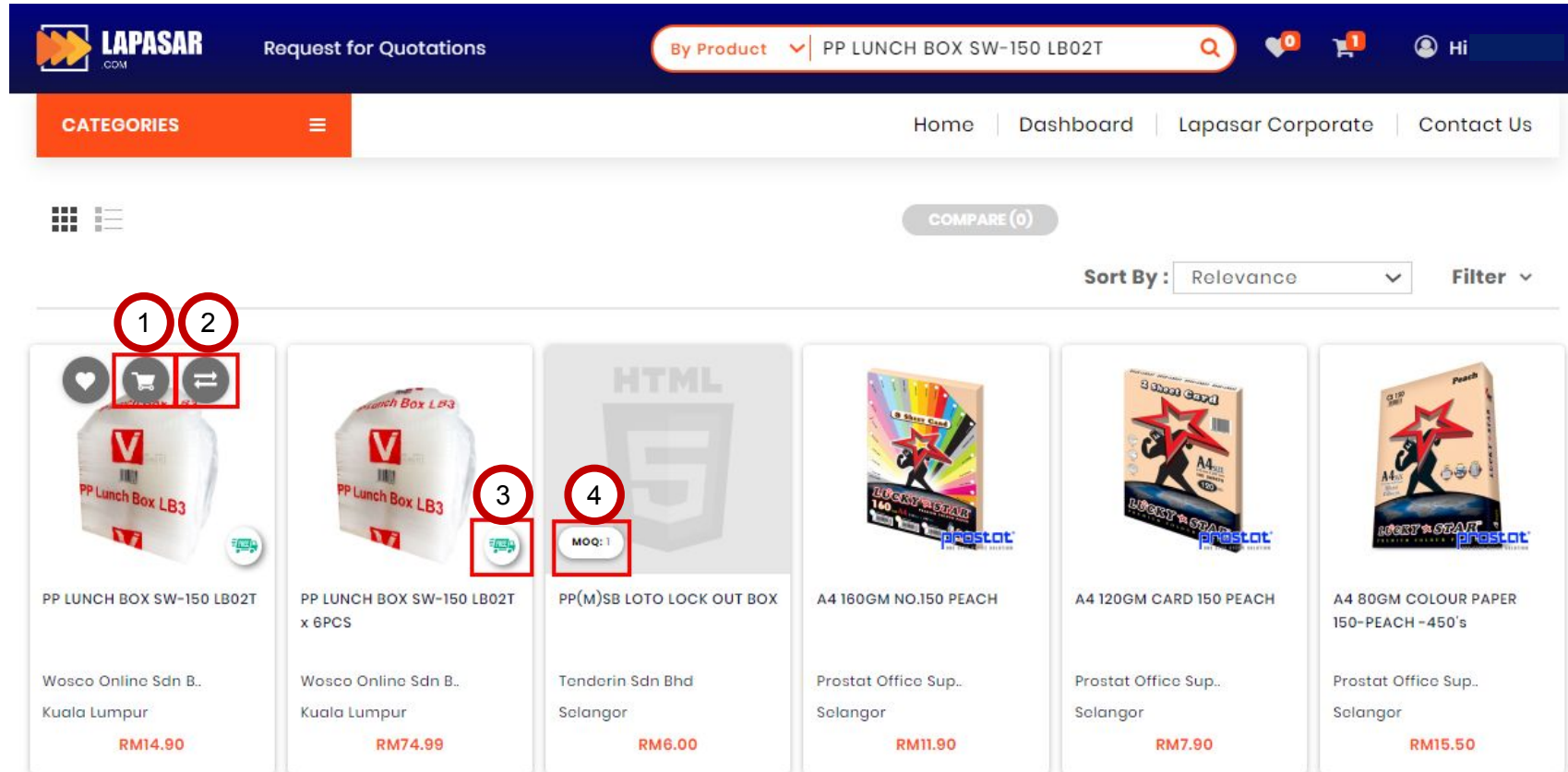
← CONTINUE SHOPPING

- 1 Users will be directed to this **My Wishlist** page once you've clicked on the **"Wishlist Icon"** on the the navigation bar.
- 2 Users may view the items on the wishlist.

Click on either buttons to take actions on the items in the wishlist:
- Add Selected to Cart
- Remove Selected
- Select All
- 3 Click on **"Continue Shopping"** to continue browsing products in the marketplace.

Other Icons Descriptions

This feature allows users to save items that they are interested in purchasing at a later stage, without needing to search for them again.



- 1 This icon indicates “**Add to Cart**”
- 2 This icon indicates “**Add to Compare**”, which allows users to compare the price and other specifications between different products.
- 3 This icon indicates this product provides **FREE DELIVERY**.
- 4 This indicates the **Minimum Order Quantity (MOQ)** for the product.

APPLICATION DEEP DIVE

General Functions

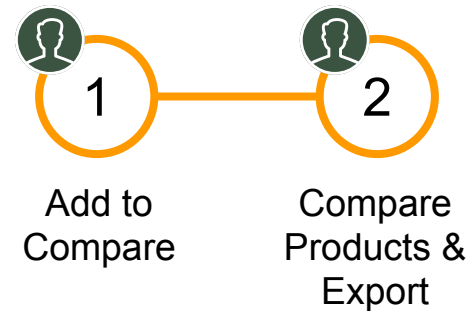


Products Comparison Function

The products comparison function on Lapasar marketplace will be covered in this section.

LEARNING OBJECTIVES

Users will be able to compare the specifications of different products to ensure that the chosen product meets the user's needs.



Add to Compare

This feature allows users to compare different products by their price or other specifications.




LAPASAR.COM Request for Quotations

By Product PP LUNCH BOX SW-150 LB02T

Home | Dashboard | Lapasar Corporate | Contact Us

COMPARE (2) Sort By: Relevance Filter

Product	Price
PP LUNCH BOX SW-150 LB02T	RM14.90
PP LUNCH BOX SW-150 LB02T x 6PCS	RM74.99
PP(M)SB LOTO LOCK OUT BOX	RM6.00
A4 160GM NO.150 PEACH	RM11.90
A4 120GM CARD 150 PEACH	RM7.90
A4 80GM COLOUR PAPER 150-PEACH -450's	RM15.50

- 1 Click on the “Add to Compare” Icon  and the phrase “Added to Compare” will appear on top of the product.

A window will pop up indicating the product has been added to compare. .
- 2 Once there are products added to compare, the “Compare” button will **light up in green** along with the number of items being compared.

Compare Products and Export

This section allows user to compare products and export the compared products in either PDF format or Excel format.



Compare
Products and
Export



LAPASAR Request for Quotations By Product What are you looking for? HI

CATEGORIES Home Dashboard Lapasar Corporate Contact Us

Home / Compare

PRODUCTS COMPARE

Comparison 1

	PP LUNCH BOX SW-150 LB02T	PP LUNCH BOX SW-150 LB02T..
SUMMARY	 Price RM14.90 ADD TO CART	 Price RM74.99 ADD TO CART
Variant	N/A	N/A
Features	-PP LUNCH BOX SW-150 LB02T -Minimum RM500 in order for free delivery, below that will be charged RM20 -incl 6% GST	-PP LUNCH BOX SW-150 LB02T x 6PCS -Minimum RM500 in order for free delivery, below that will be charged RM20 -incl 6% GST
Vendor	Wosco Online Sdn Bhd - Kuala Lumpur	Wosco Online Sdn Bhd - Kuala Lumpur
Delivery Term	-	-
Vendor Rating	☆☆☆☆ (0 Review)	☆☆☆☆ (0 Review)

1 Users will be directed to this page by clicking on the **“Compare”** button lit up in green (Previous Slide).

Users may view the products comparison in details.

i Delivery Terms: SLA for 3-4 working days subject to all registered vendors. Vendors are required to provide justification for delivery beyond the 4 working days.

2 Export the products comparison in either:
- **PDF Format** (photo attached)
- **Excel Format** (photo attached)

Users may click on **“Remove All”** to remove all products being compared.

APPLICATION DEEP DIVE

General Functions

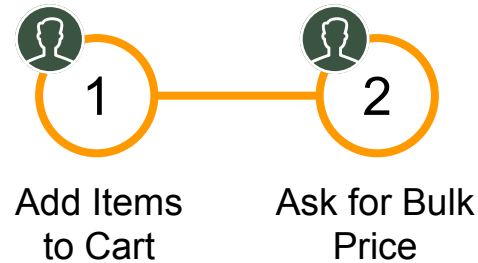


Add Items to Cart

The steps on adding items to cart on Lapasar marketplace will be covered in this section.

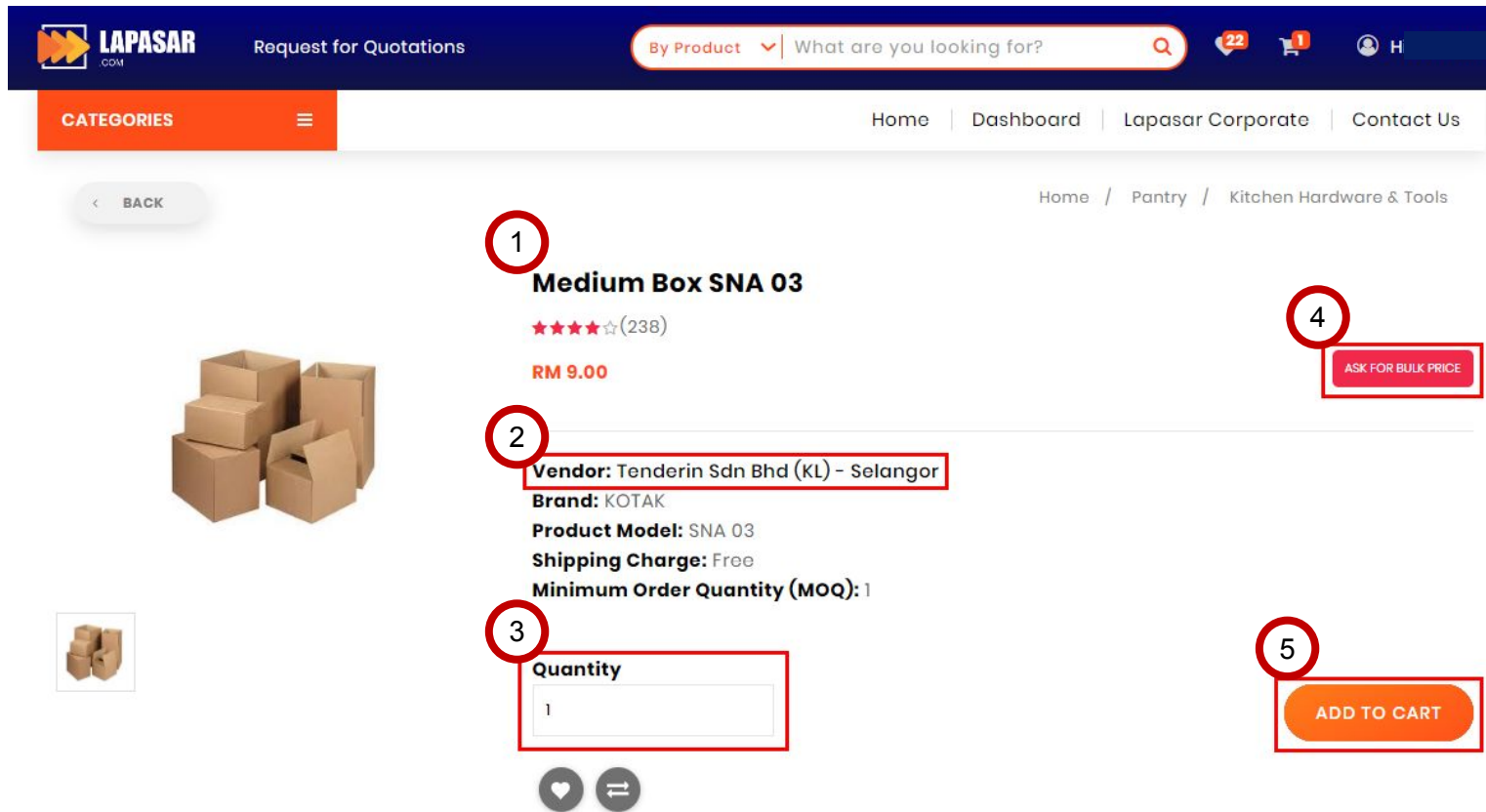
LEARNING OBJECTIVES

Users will be able to add items to cart. Those items that are not included in catalogue cannot be added to cart.



Add Items to Cart

Clicking on the products on the marketplace will direct users to the product details page, along with the review, vendor's name, product brand and model, shipping charges and MOQ (if applicable).



- 1 Users will be directed to this page by clicking on the product listed on the marketplace. Users may view the products details and specifications on this page.
- 2 Click on **the seller's name** to view the seller's profile, products and reviews
- 3 Fill in the product quantity that the user would like to purchase.
- 4 Click on **"Ask for Bulk Price"** to request for bulk price from the vendor (Next Slide).
- 5 Click on **"Add to Cart"** if users intend to purchase this product.

Ask for Bulk Price

For products that users are interested in purchasing in bulk, they will be able to request for the bulk price from vendors.



ASK FOR BULK PRICE - NEW

Medium Box SNA 03
RM 9.00

Vendor: Tenderin Sdn Bhd (KL) - Selangor

Company Name
Tenderin Sdn Bhd

Email
tenderin@lapasar.com

Requestor Name
Sharath Bani

Phone
Contact Number

Quantity
1

Target Price Per Unit (RM)
9.00

Add Notes About Your Order
Previous Noted:

SEND **CLOSE**

- 1 Fill in the **quantity of the product** that users would like to request for bulk price.
- 2 Input any notes users would like to send to the vendor, while requesting for the bulk price.
- 3 Click on “**Send**” to send the bulk price request to the vendor.

APPLICATION DEEP DIVE

General Functions



Checkout Process

The checkout process on Lapasar marketplace will be covered in this section.

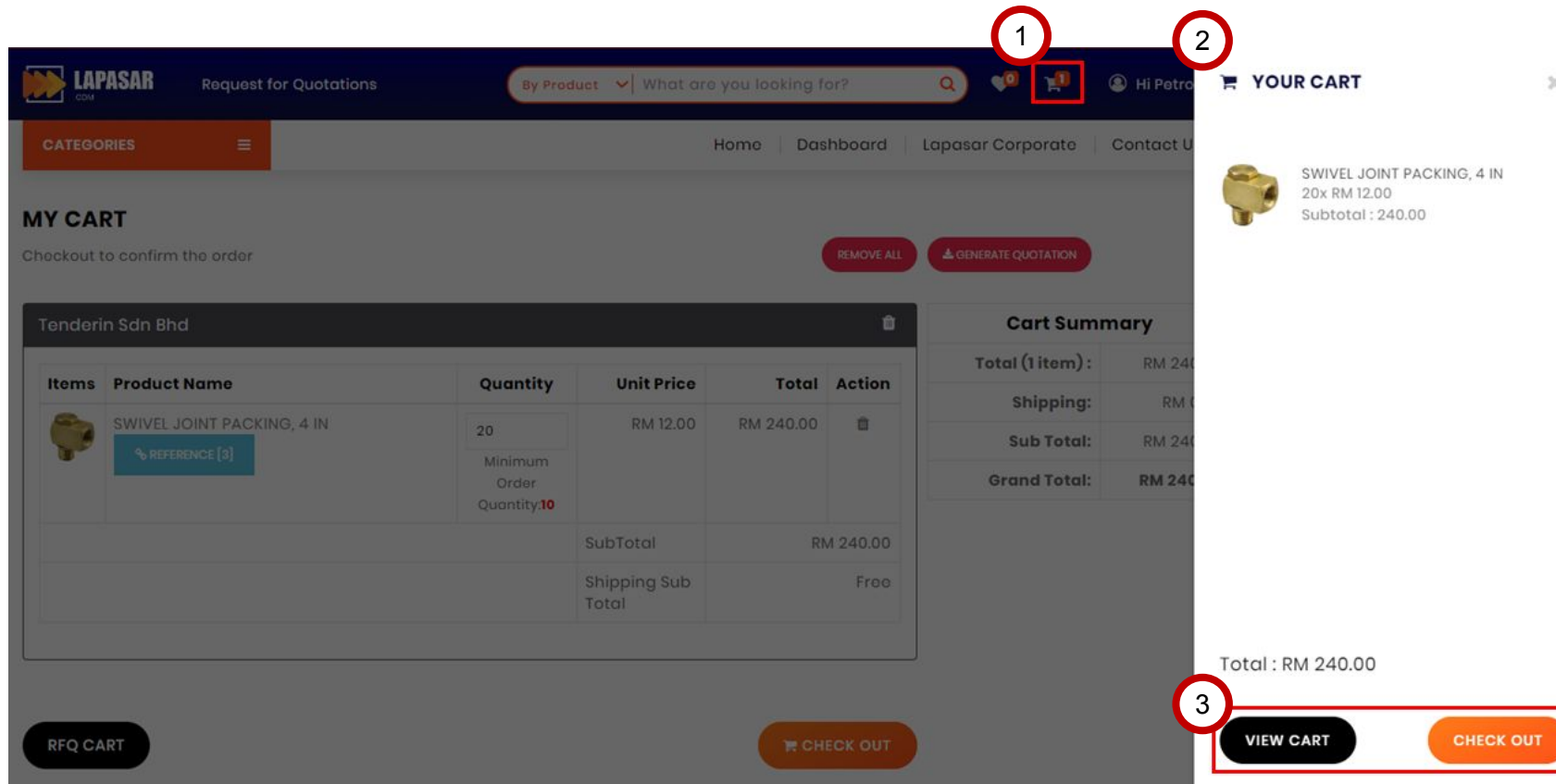
LEARNING OBJECTIVES

Users will checkout items in the cart successfully.



View Cart

This section allows users to view the items added to cart.



- 1 Click on the **“Shopping Cart Icon”** located on the navigation bar.
- 2 A sidebar will be displayed on the right side of the page.

Users may view the items added to cart as well as the products price in total.
- 3 Users can either **“View Cart”** or **“Check Out”** items in cart directly.

View Cart



Users will be directed to this **My Cart** page by clicking on “**View Cart**” on the previous slide.

1 MY CART

Checkout to confirm the order

3 REMOVE ALL GENERATE QUOTATION

2 REFERENCE [3]

4 CHECK OUT

Items	Product Name	Quantity	Unit Price	Total	Action
	SWIVEL JOINT PACKING, 4 IN	20	RM 12.00	RM 240.00	
		Minimum Order Quantity: 10			
SubTotal				RM 240.00	
Shipping Sub Total				Free	

Total (1 item) :	RM 240.00
Shipping:	RM 0.00
Sub Total:	RM 240.00
Grand Total:	RM 240.00









- 1 View the details of the products being added to cart, as well as the Cart Summary.
- 2 Click on “**Reference**” to view the auto-generated product reference.

It would compare the items in cart with similar / related products from other vendors (Next Slide).
- 3 Click on “**Generate Quotation**” to generate a quotation for products in cart in PDF format.
- 4 Click on “**Check Out**” if users are ready to checkout all items in cart.

Product Reference



This section allows users to compare products added in cart with other similar / related products from other vendors. This “**Product Reference**” window will pop up by clicking on “**Reference**” on the previous slide.

1 PRODUCT REFERENCE				
			3 EXPORT AS PDF EXPORT AS EXCEL	
	SWIVEL JOINT PA..	NIPPLE, GREASE ..	RING, SNAP C24 ..	BALL SWIVEL JOI..
				
SUMMARY	Price RM12.00	Price RM14.20	Price RM33.00	Price RM33.00
		2 SWAP ITEM SWAP ITEM SWAP ITEM		
Product Full Name	SWIVEL JOINT PACKING, 4 IN	NIPPLE, GREASE 12" SWIVEL JOINT LOADING ARM	RING, SNAP C24 SWIVEL JOINT LOADING ARM	BALL SWIVEL JOINT LOADING ARM
Variant	-	-	-	-
Vendor	Tenderin Sdn Bhd - Selangor	Tenderin Sdn Bhd - Selangor	Tenderin Sdn Bhd - Selangor	Tenderin Sdn Bhd - Selangor
Delivery Term	-	-	-	-
Vendor Rating				

1 Users may view and compare the similar / related items in cart.

2 Click on “Swap Item” to replace it with the item in cart.

3 Export the products references in either:

- **PDF Format** (photo attached)
- **Excel Format** (photo attached)

Checkout



Step 1: Buyer Details (Users are required to fill up the following section)

Step 1: Buyer Details

Company Name*

Tenderin Sdn Bhd

Location*

Order Raised by*

Sharath Bani

Charge Code *

Billing Address

Address 1

Unit/Lot No

Address 1

Address 2

Post Code

City

Select State

State

Select Country

Country

Shipping Address

☒ Shipping Address same as Billing Address

☐ I want to use a new address

☐ Alternate Recipient

Contact Name

Contact Phone No.

Email Address

CONTINUE

- 1 Select **Location** and a drop down of the preset locations will be shown for your selection.

Next, click on **Charge Code** tab and a drop down of the preset locations will be shown for your selection.
- 2 If the location is the same as the Billing address, just click on **“Address Same as Billing Address”**. User need to specify the specific floor / room for delivery.
- 3 User also can select alternate recipient that will receive the goods. The alternate recipient will receive notification when supplier update the order status to ship.

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Checkout



Step 2: User may put any remarks in Note section

[My Cart](#) / [Checkout](#)CHECKOUT

Step 1: Buyer Details

Step 2: Attachment

Please attach your file for this order.*

SELECT FILE

Size Limit: 10MB | Allowed Format: .zip, .jpg, .png, .jpeg, .pdf. | Note: Selected file will be reset after address or product quantity is edited.

Add Note About Your Order

1

CONTINUE

- 1 Users can describe the reason they making a particular purchase and add any attachment if needed.

Checkout



Step 3: Final checking on Product Details and remarks

Step 1: Buyer Details

Step 2: Attachment

Step 3: Product Details

Seller : PACIFIC OFFICE (M) SDN BHD

No.	Product Name	Quantity	Unit Price	Total	Action
1	PRESS BINDER A4 3MM - 1 piece	1	RM 0.25	RM 0.25	
Sub-Total:				RM 0.25	

Note To Vendor

Write a note to PACIFIC OFFICE (M) SDN BHD - MAHB

Attachment

SELECT FILE

Size Limit: 10MB | Allowed Format: .zip, .jpg, .png, .jpeg, .pdf. | Note: Selected file will be reset after adress or product quantity is edited.

Sub-Total (1 items) :

RM 0.25

Grand Total :

RM 0.25

- 1 User may add a note that request seller to provide their details before delivery such as **Name of the driver, IC number & Vehicle Registration number** / attachment to vendor (optional) or retrieve by filling up these columns.

After completing this step, scroll to the bottom of the screen and click on “**Check Out with Workflow**” button to place the order.

CHECKOUT WITH WORKFLOW

APPLICATION DEEP DIVE

General Functions

- 1 Product Search Function
- 2 Icons Descriptions
- 3 Products Comparison Function
- 4 Add Items to Cart
- 5 Checkout Process
- 6 Mobile App for Users

Mobile App for Users

The information about Lapasar Mobile App will be covered in this section.

LEARNING OBJECTIVES

Users will be able to navigate Lapasar Mobile App to view and place orders remotely.

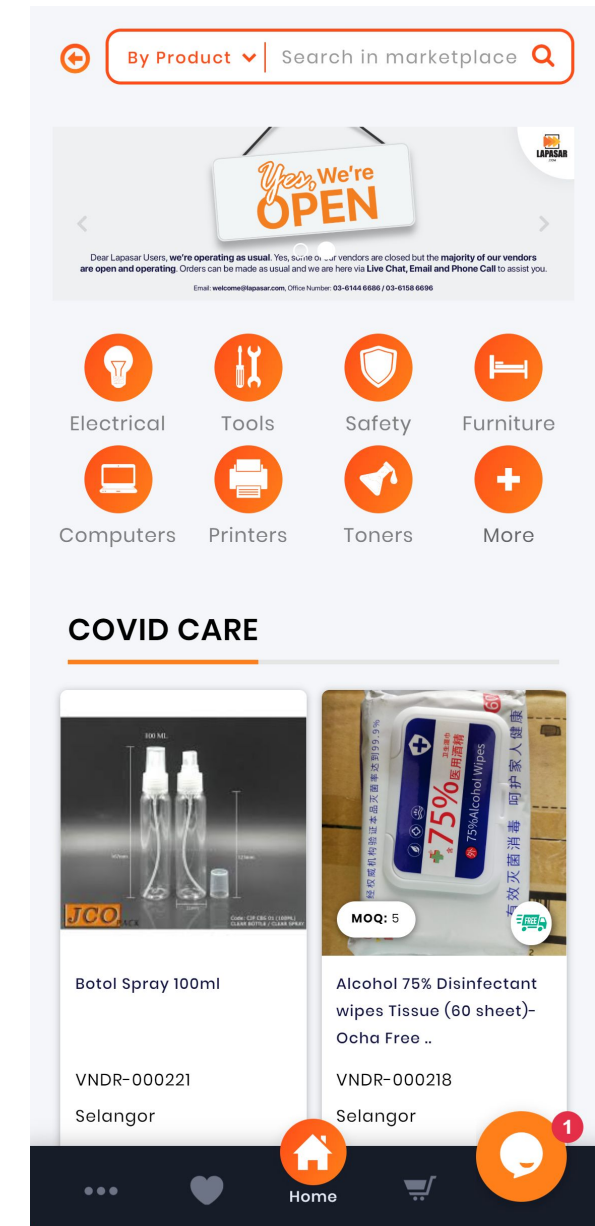




Mobile App for Users

Users will be able to download the Lapasar Mobile App from Google Play Store and Apple Store.

The general functions of the mobile app is similar to the the Lapasar's webpage.





Support Contact

Should you require any support, please reach out to us via the following channels:



E-MAIL :

welcome@lapasar.com



LIVE CHAT :

<https://lapasar.com/marketplace/>