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	2 Icons Descriptions	3 Products Comparison Function	4 Add Items to Cart	5 Checkout Process	6 Mobile App for Users
• Users will be able to search for items in 3 different ways in the marketplace.	• Users will be able to identify icons across the marketplace and their functions.	• Users will be able to compare different products to ensure that the chosen product meets the user's needs.	• Users will be able to add items to cart and review before checkout.	• Users will be able to check out with the products they have added to cart, and as well as make adjustments before checking out.	• 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.
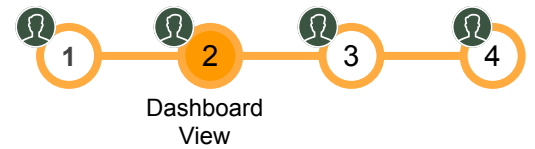
1	2	3	4
Access the Marketplace	Dashboard View	Confirm Address	Recent Purchases
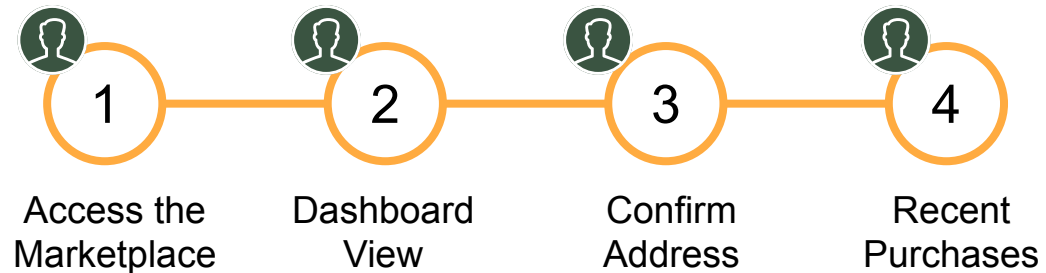
Access the Marketplace

To access the Lapasar marketplace, users will need to login through the LAPASAR platform. Users will be logged in to **Lapasar Marketplace Homepage**.
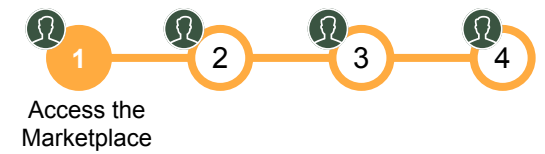
1 | Click on **"Home"** to access to Lapasar marketplace homepage.

Dashboard View

User may view and manage the summary and total orders

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.

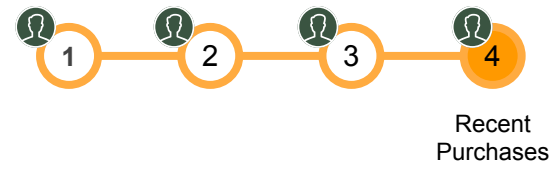**1** Enter the **Postcode** of your shipping location; **OR**

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.

| 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.

1 Search by Product Categories

2 Search by Product Name

3 Search by Vendor Name

4 Sort by & Refine Search
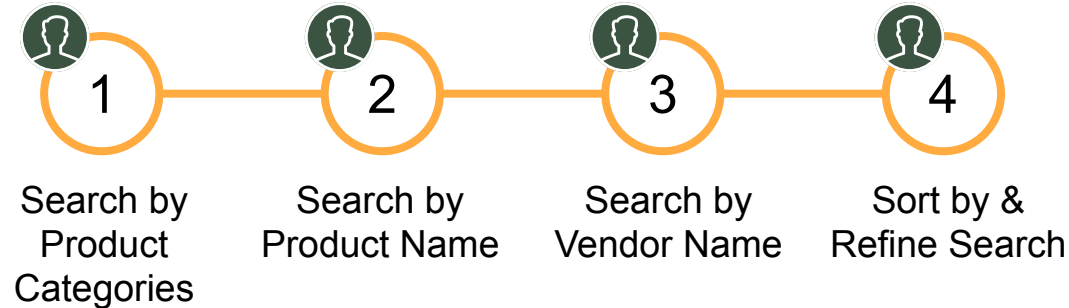
Search by Product Categories

This function allows users to search for products according to their categories and sub-categories.
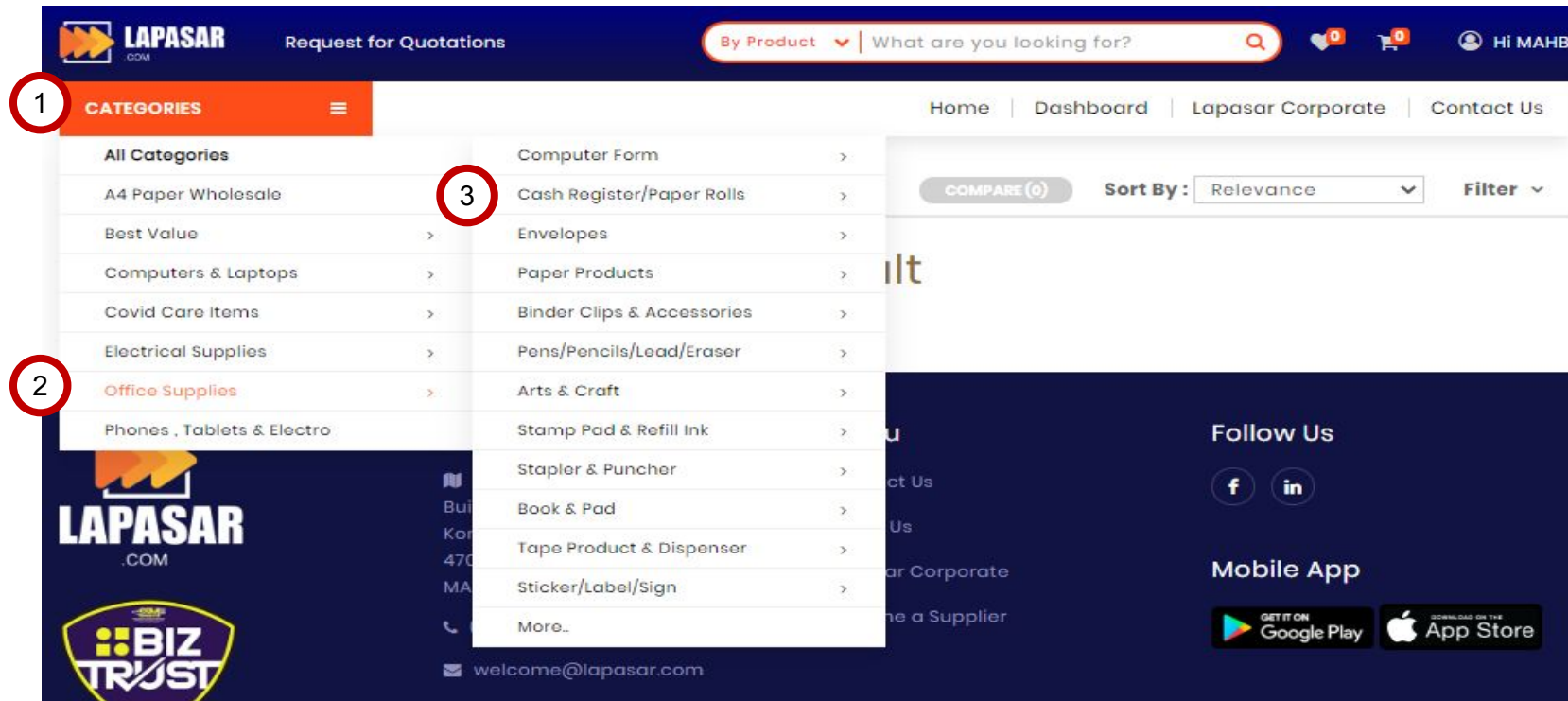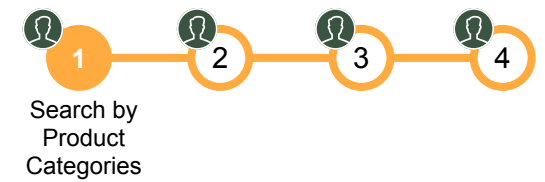
|	
1	Hover over / click on **"Categories"** located at the upper left corner of the homepage. A drop down list will appear.
2	Go to the product category you desire, and a sub-category list will appear on the right.
3	Click on the sub-category you chose, you will be then directed to the products listed under that sub-category.

Search by Product Name

This function allows users to search for products by product name.
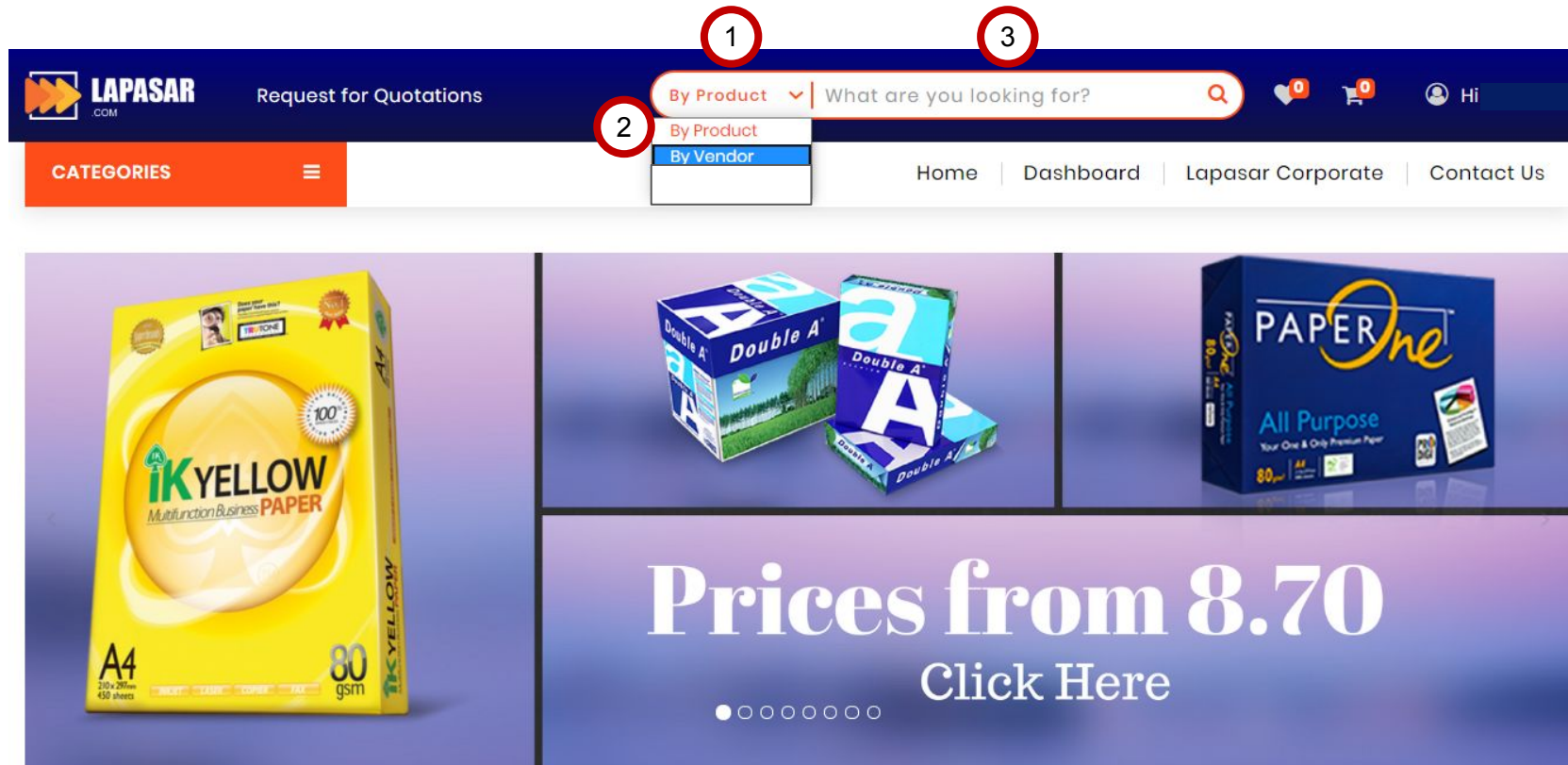
|	
1	Click on the button on the left of the search bar. A drop down menu will appear.
2	Click on **"By Product"**.
3	On the search bar, key in the product name that the user is looking on the marketplace.

Search by Vendor Name

This function allows users to search for products by vendor name.
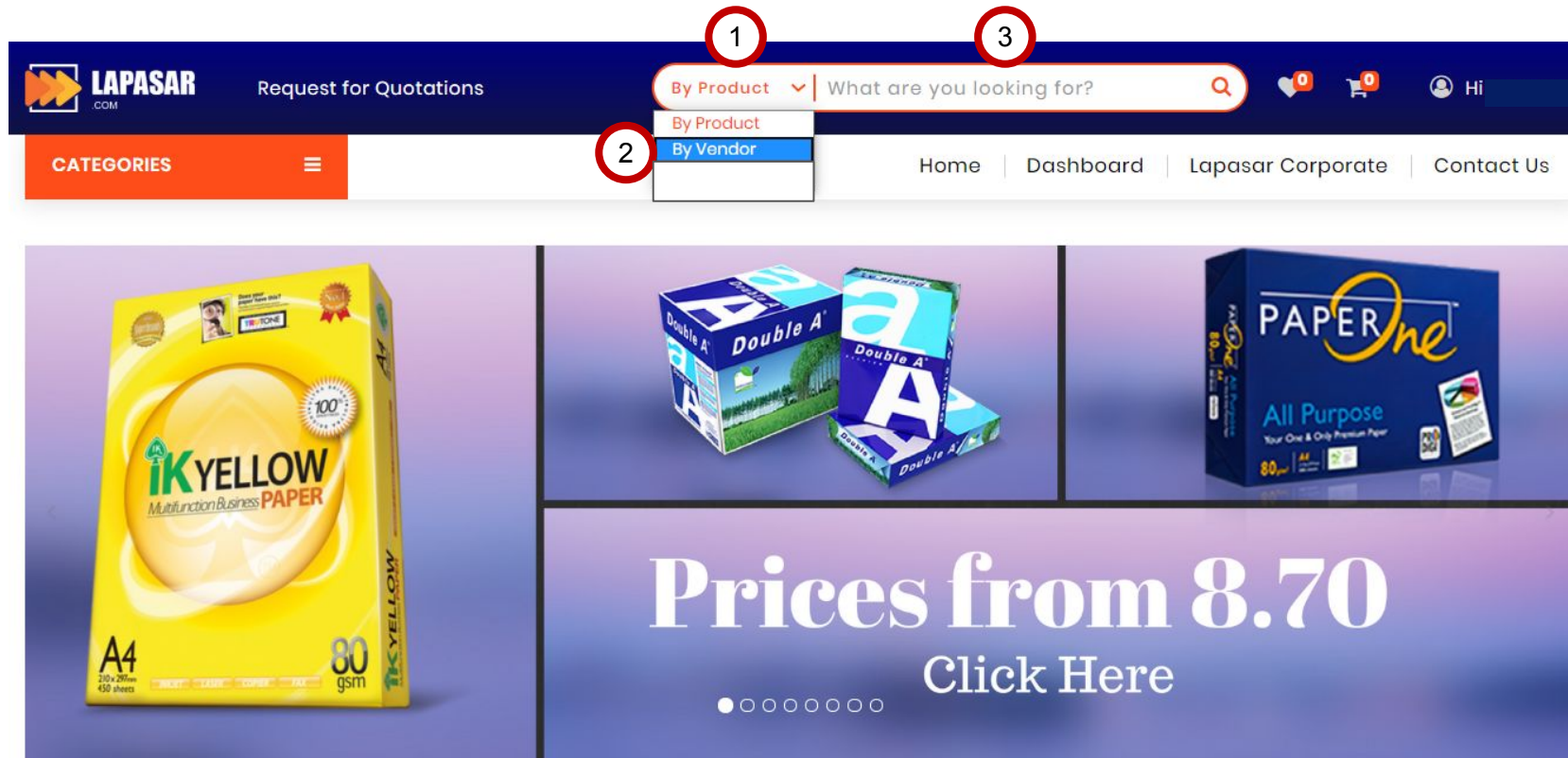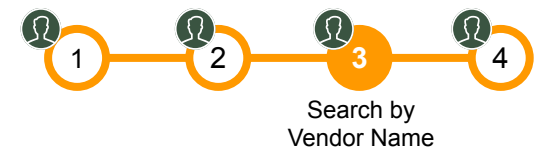
1	Click on the button on the left of the search bar. A drop down menu will appear.
2	Click on **"By Vendor"**.
3	On the search bar, key in the vendor name. Then the user will be directed to all the products listed under the vendor name searched.

Sort By

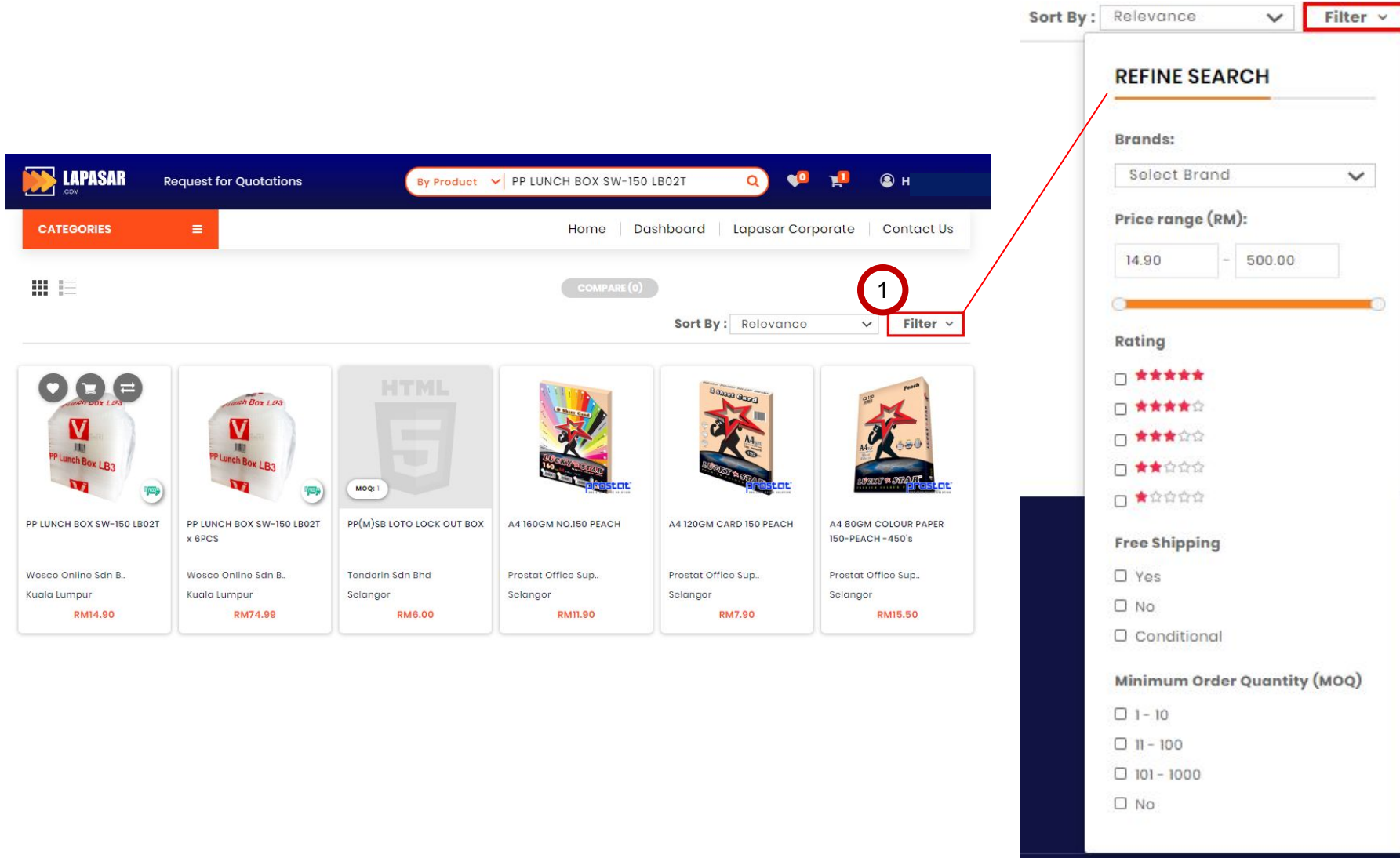This function allows users to make the search results more precise.
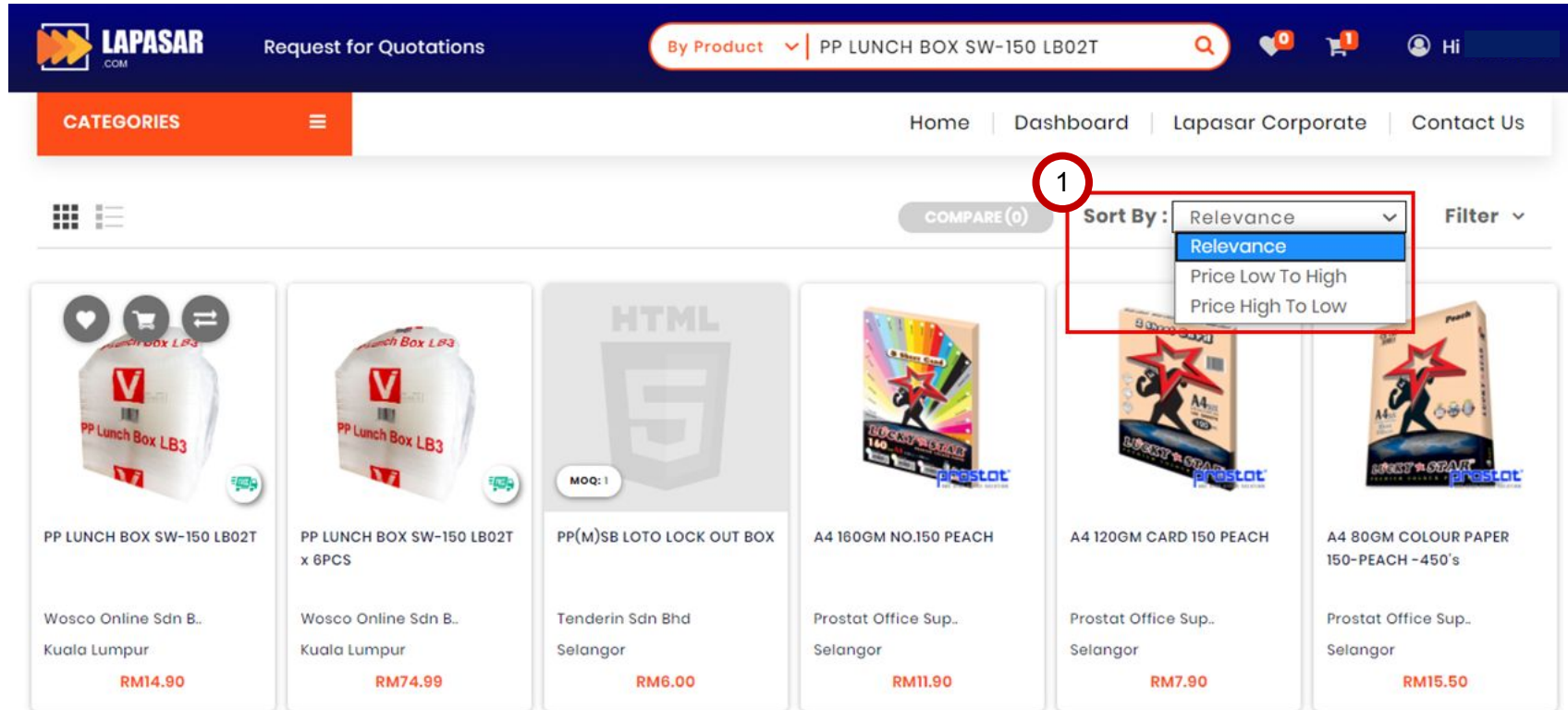
1   Click on the box next to **"Sort by"**.

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

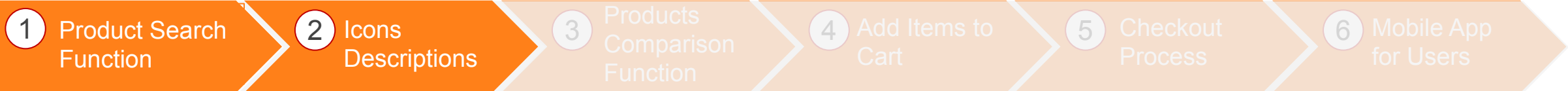This function allows users to make the search results more precise.

| 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

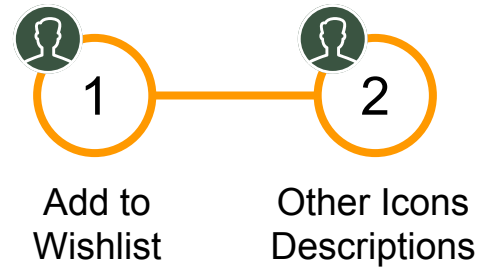| 1 Product Search Function | 2 Icons Descriptions | 3 Products Comparison Function | 4 Add Items to Cart | 5 Checkout Process | 6 Mobile App for Users |

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.

1

Add to Wishlist

2

Other Icons Descriptions

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.

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.

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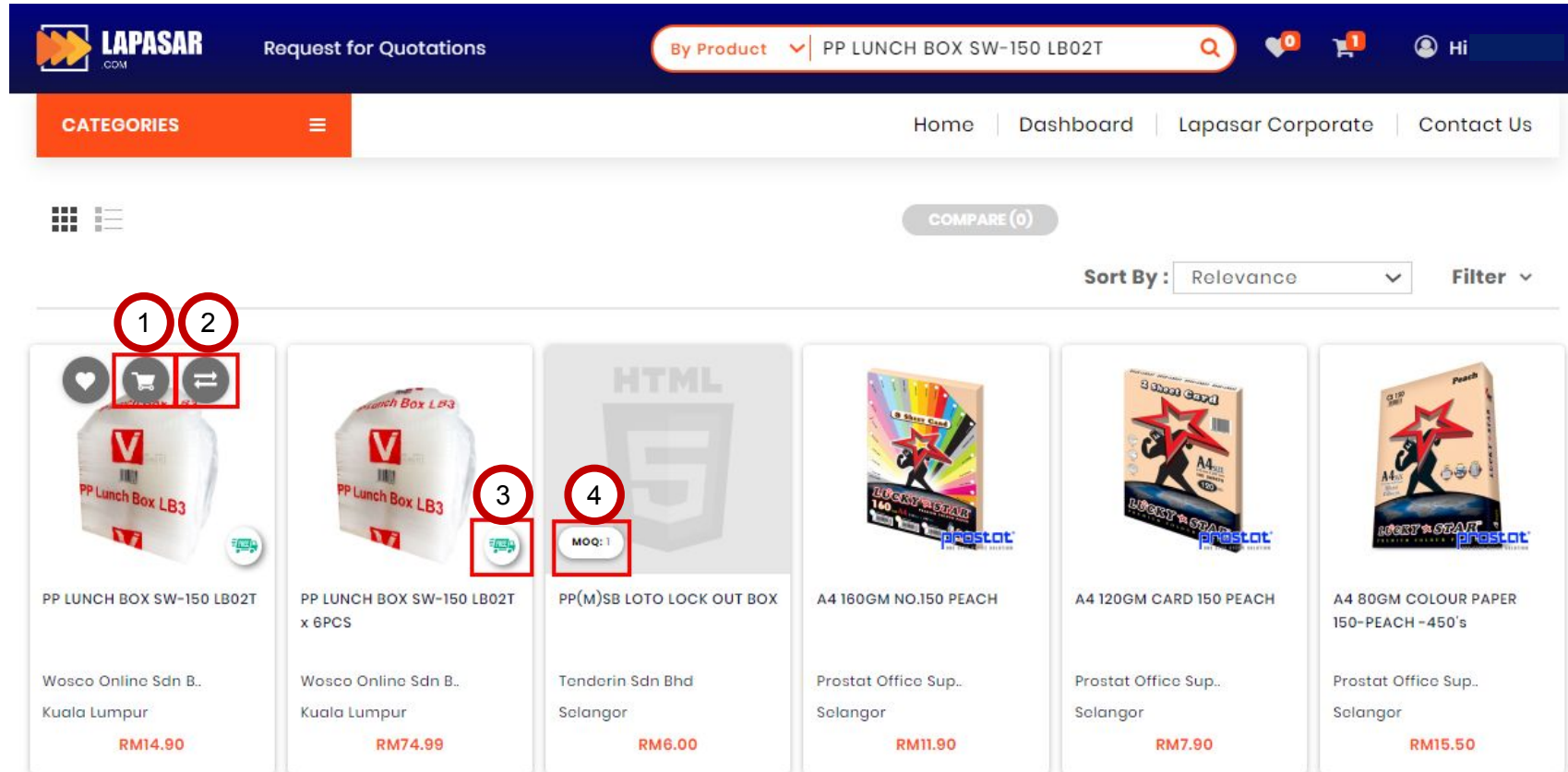
1	This icon indicates **"Add to Cart"**
2	This icon indicates **"Add to Compare"**, which allows users to compare the price and other specifications between different products.
3	This icon indicates this product provides **FREE DELIVERY.**
4	This indicates the **Minimum Order Quantity (MOQ)** for the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

APPLICATION DEEP DIVE

General Functions

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

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.

1
Add to Compare

2
Compare Products & Export
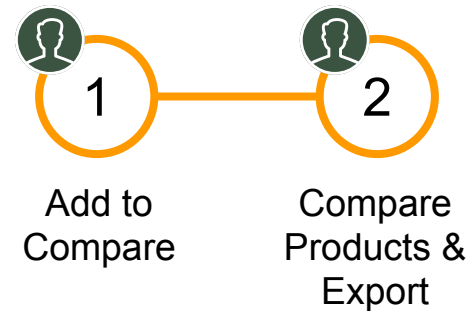
Add to Compare

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

1. Click on the **"Add to Compare" Icon** ⇄ and the phase **"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.

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.

ⓘ **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

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

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.

1

Add Items to Cart

2

Ask for Bulk Price
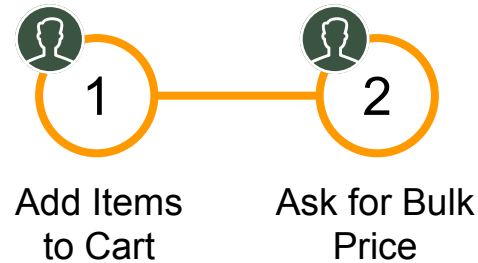
Add Items to Cart

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).
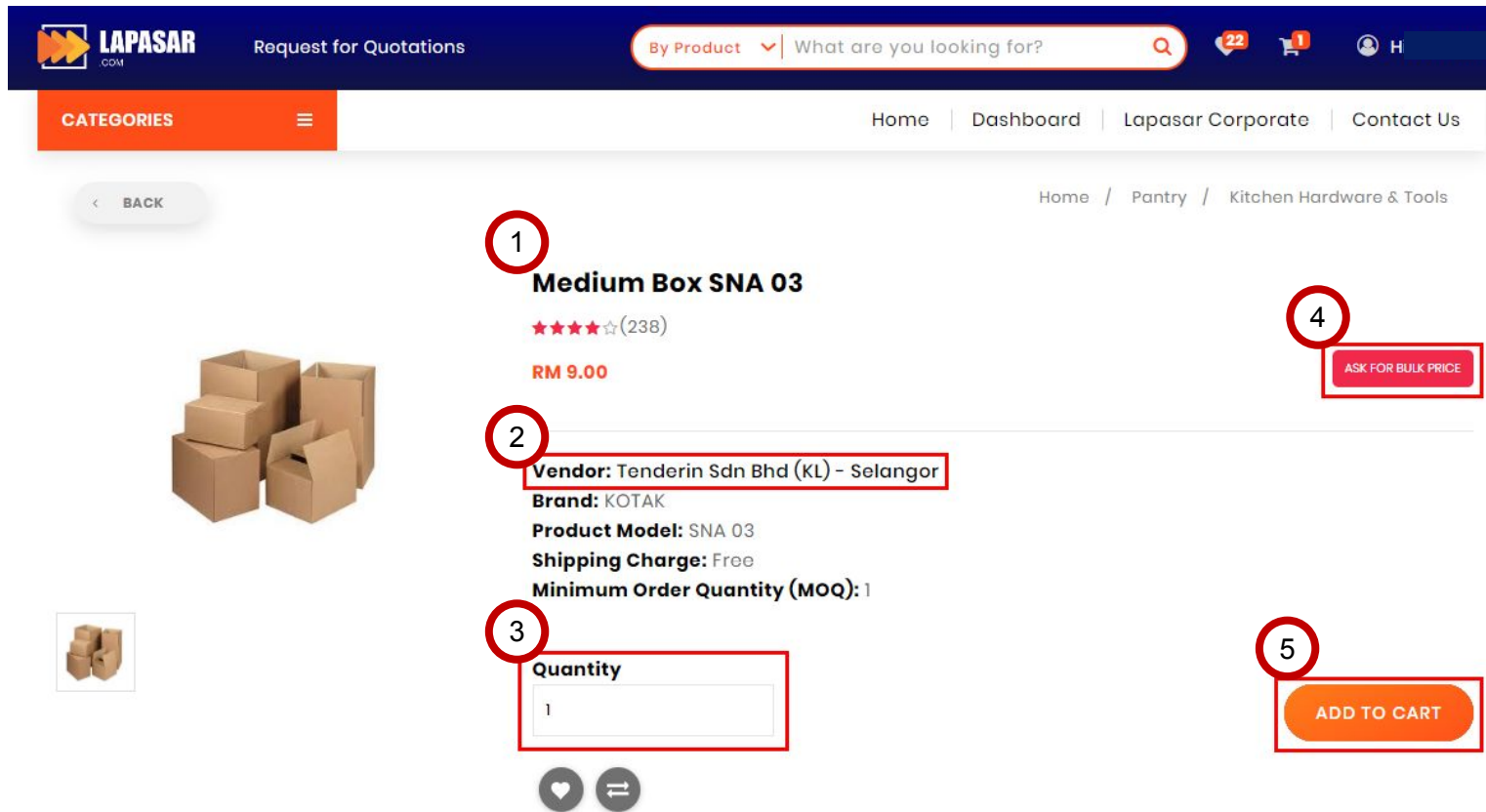
1	Users will be directed to this page by clicking on the product listed on the marketplace. Users may view the products details and specifications on this page.
2	Click on **the seller's name** to view the seller's profile, products and reviews
3	Fill in the product quantity that the user would like 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.

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

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Checkout Process

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

LEARNING OBJECTIVES

Users will checkout items in the cart successfully.

1 View Cart

2 Product Reference

3 Checkout

View Cart

This section allows users to view the items added to cart.
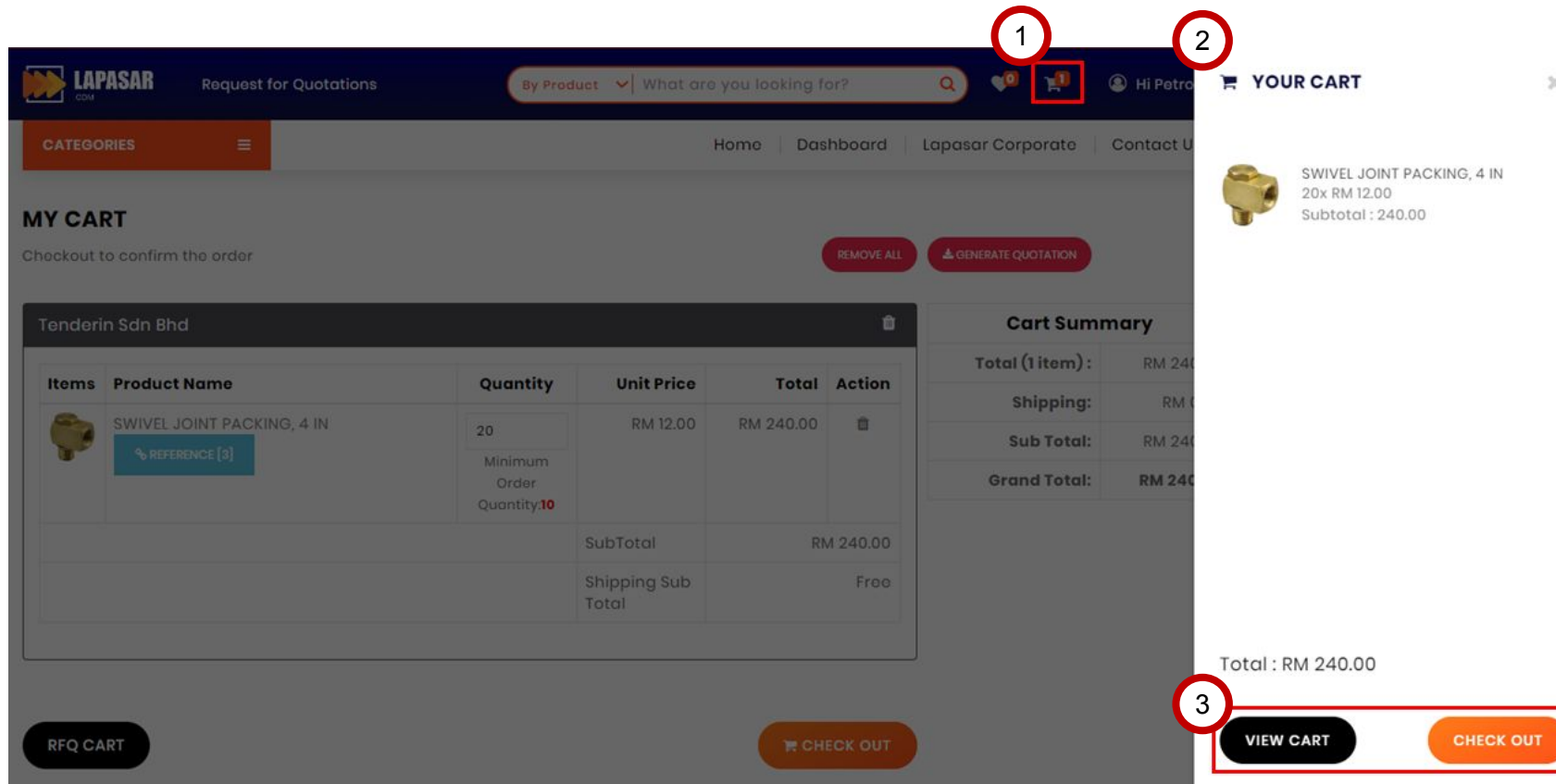
1   Click on the **"Shopping Cart Icon"** located on the navigation bar.

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	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	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* [1]

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 [2]

Shipping Address

○ Shipping Address same as Billing Address
○ I want to use a new address [3]

☐ **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.

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 adress 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	✿ Contracted	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.

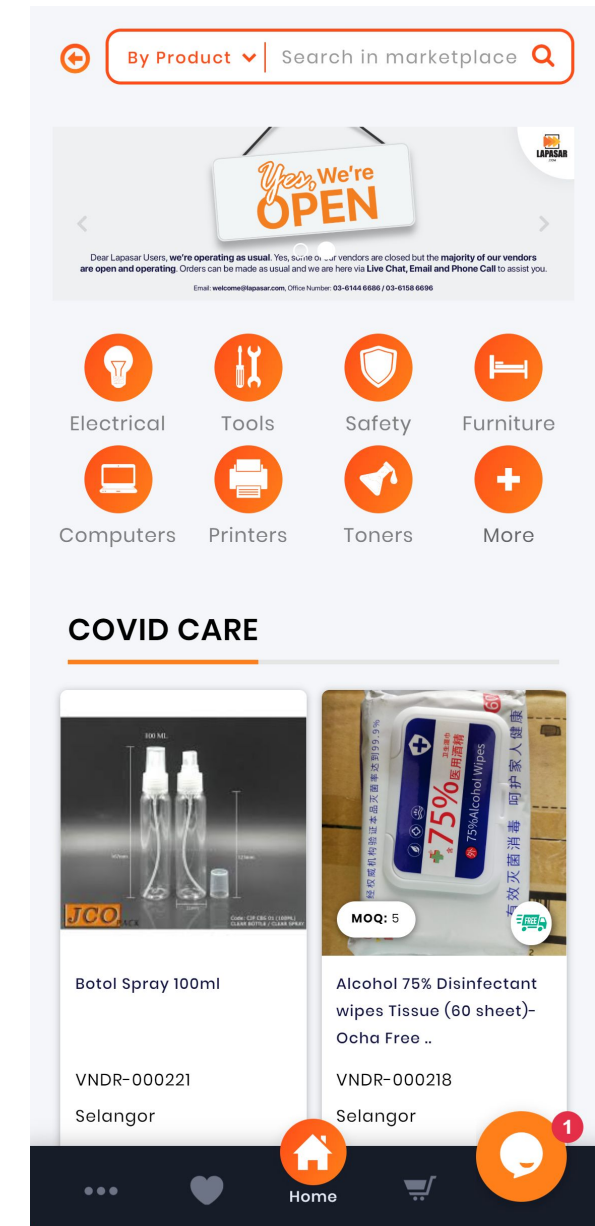| LEARNING OBJECTIVES	Users will be able to navigate Lapasar Mobile App to view and place orders remotely.

Google Play

App Store

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/