

GROUP PROCUREMENT



B2B Marketplace Supplier User Guide

Latest updated: 12 April 2020



TABLE OF CONTENT

Click on the item number to go to the selected section.

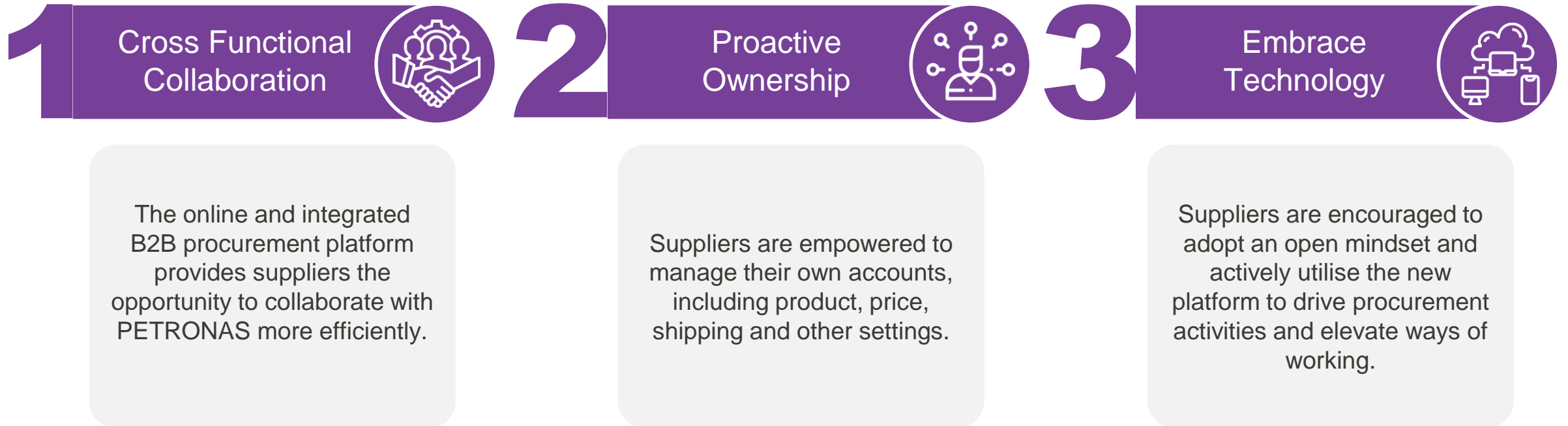
1 B2B Marketplace New Ways of Working

2 LAPASAR User Guide

3 DROPEE User Guide



B2B Marketplace New Ways of Working



GROUP PROCUREMENT

DGP



LAPASAR SUPPLIER USER GUIDE
.COM

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 the suppliers 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 high level benefits of the system and the **new ways of working** around it.



**GROUP
PROCUREMENT** **DGP**

**OVERVIEW &
NEW WAYS OF WORKING**



Introduction to



Lapasar.com is a B2B Procurement Marketplace, integrated with a sophisticated procurement system which simplifies and optimises procurement efficiency. Lapasar strive to bring together a streamlined experience for corporate buyers and suppliers.

- 1** Increase sales by having immediate access to registered corporate buyers.
- 2** Localized approach with buyers & suppliers all over Malaysia.
- 3** Manage your orders from everywhere with a free Mobile App for suppliers.
- 4** Lapasar's team provides dedicated support to suppliers
- 5** Fast and timely payment process for suppliers



PETRONAS Supplier Eligibility & Verification

1

Supplying goods or products to PETRONAS are strictly restricted to suppliers that have a **valid registration and/or valid license issued by PETRONAS.**

2

Suppliers are only **allowed to supply products** within the categories they have registered for and listed under the relevant **SWECs.**

3

Suppliers must also be prepared to submit the **proof of Registration or License certificate with PETRONAS** for verification purposes before onboarding Lapasar.com.

Information Needed for Supplier Registration on Lapasar

Upon registering, the following documents are required to be submitted for validation as a Petronas supplier. Please send the documents to welcome@lapasar.com.

Company Registration Details

- Company Name
- Company Registration No.
- PIC Email Address
- PIC Contact Number
- Petronas license or registration certificate

Company Bank Details

- Bank Account Name
- Bank Account No.
- Bank Name
- Email Address for Payment Notification

Company Verification Documents

- IC Copies from Directors
- Form 9
- Form 24
- Form 44
- Form 49
- M&A
- Form 13 (if any)
- Form 32A (if any)

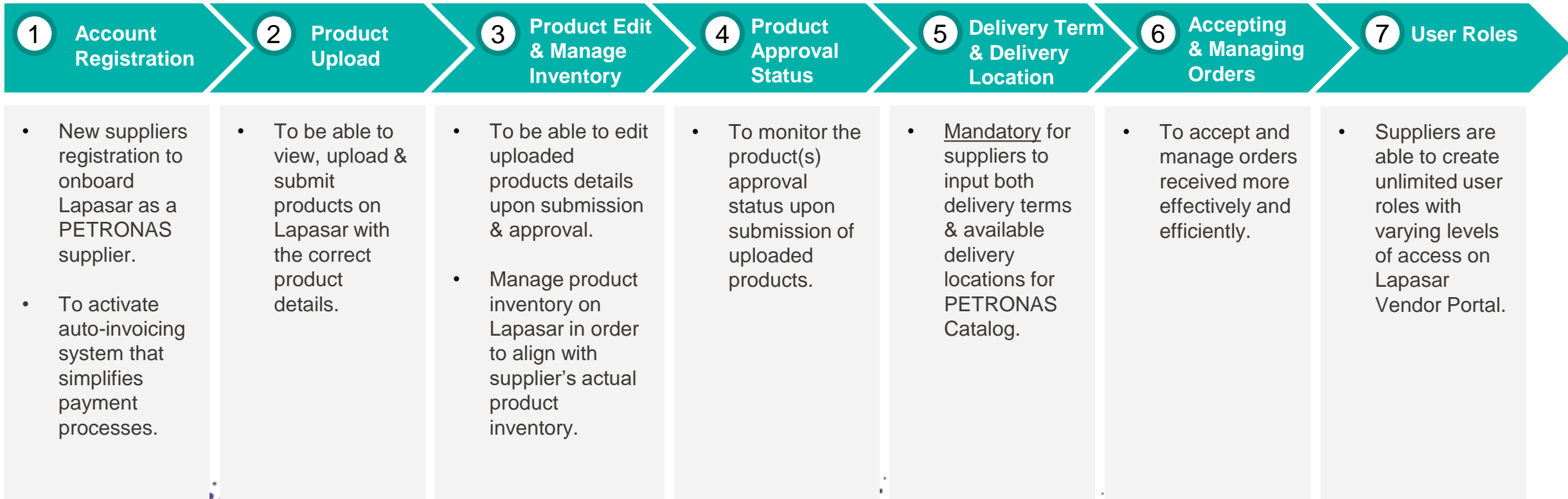


**GROUP
PROCUREMENT** **DGP**

APPLICATION DEEP DIVE



General Functions



APPLICATION DEEP DIVE

General Functions

- 1 Account Registration
- 2 Product Upload
- 3 Product Edit & Manage Inventory
- 4 Product Approval Status
- 5 Delivery Term & Delivery Location
- 6 Accepting & Managing Orders
- 7 User Roles

General Functions

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

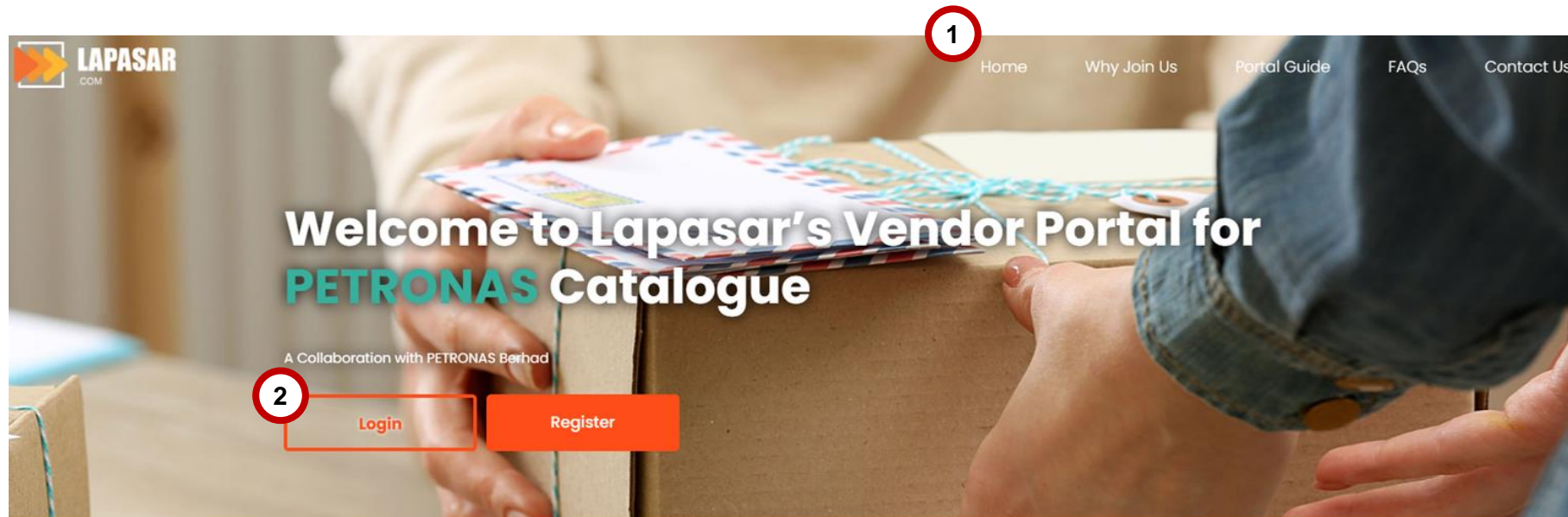
LEARNING OBJECTIVES

Suppliers will learn the basic system features and familiarise themselves with the interface to capably navigate Lapasar Vendor Portal for PETRONAS Catalog.



Landing Page

This is the landing page of Lapasar Vendor Portal for PETRONAS Catalog



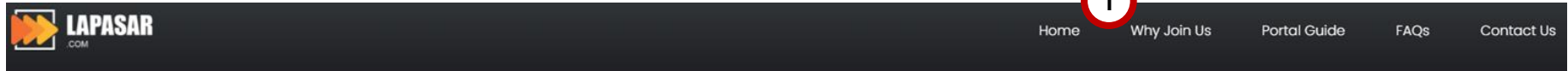
- 1 Click on “Home” to visit this landing page.
- 2 Click on “Login” / “Register” to login to your seller account or register a seller account on this portal.
- 3 Scroll down to read the **latest announcement / updates** related to Lapasar Vendor Portal for PETRONAS Catalog.

3 Join Us to Connect with PETRONAS Catalogue Today!

Lapasar.com is a B2B Procurement Marketplace, integrated with a sophisticated procurement system which simplifies and optimises procurement efficiency. Lapasar strives to digitize and bring together a streamlined experience for corporate buyers and suppliers.

Why Join Us

The section contains an overview of Lapasar and our collaboration with PETRONAS



1 Visit this page to read more about:

- **Lapasar - A B2B Marketplace**
- **Releases to PETRONAS OPUs**
- **Testimonial from PETRONAS User.**

Portal Guide

The section contains an overview of the supplier's status.



Portal Guide

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

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

03. To recognise the high level benefits of the system and the **new ways of working** around it.

DO'S

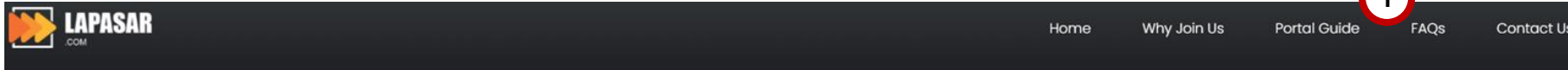
DON'TS

1 Visit this page to:

- View the full vendor portal guide
- Other guidelines to follow as a vendor for PETRONAS Catalog.

Frequently Asked Questions (FAQ)

The section contains the FAQ regarding Lapasar and B2B Marketplaces for PETRONAS Catalog



Frequently Asked Questions (FAQ)

Q: What's the difference between sellers / vendors / suppliers?

A: All 3 terms have the same definition.

Q: What happens if the supplier's stock is unavailable, after an order is accepted?

A: Please contact the Lapasar team immediately in order for us to cancel the order. Lapasar will then contact the buyer to suggest an alternative seller.

Q: Will the supplier's expired PETRONAS licence affect their product listing for the other corporate buyers?

A: No. PETRONAS license is not required to sell to other corporate buyers as it is exclusive for PETRONAS Catalogue only. Suppliers are free to upload any products they want to sell to other corporate buyers.

Q: Would the supplier's uploaded products be visible only to PETRONAS, or will they be listed for other corporate buyers as well?

A: Products uploaded for PETRONAS Catalogue will only be visible to PETRONAS users. Suppliers may choose to list or not to list the same products from PETRONAS Catalogue to other corporate buyers.

Q: Will suppliers be able to see the other supplier's listed products?

A: No. Only corporate users / buyers will be able to see the listed products from vendors.

2 [Click here to view the full Lapasar FAQ for PETRONAS Catalogue](#)

3 [Click here to view the PETRONAS FAQ on B2B Marketplaces](#)

1	Visit this page to read through all Frequently Asked Questions (FAQs)
2	Click here to view the full Lapasar FAQ for PETRONAS Catalog.
3	Click here to view the PETRONAS FAQ on B2B Marketplaces.

Contact Us

The section contains the information to contact Lapasar.com

LAPASAR.COM

Home Why Join Us Portal Guide FAQs **Contact Us**

Get in touch

Your name Last name (optional)

Your e-mail Contact Number

Subject (optional)

Message

Send message

Contact Info

2 LiveChat Operation Hours! Open : 09:00am - 6:00pm

3 WhatsApp Enquires & Support: +60 154-600 0054

Address: Unit 16-3, 3rd Floor, Jalan LGSB 1/3, Pusat Komersial LGSB, Off Jalan Hospital, T6 light grey, 47000 Sungai Buloh, Selangor

Phone: (+603) 6158 6695

Email Enquiries & Support: welcome@lapasar.com

- 1 Visit this page to search for Lapasar's contact information or details.
- 2 Live Chat Team will respond to any of vendor's question within minutes.
Lapasar Live Chat Feature is available once vendor is logged in to the Vendor Portal.
- 3 Alternatively, vendors may choose to **WhatsApp** Lapasar for any enquiries.

APPLICATION DEEP DIVE

General Functions

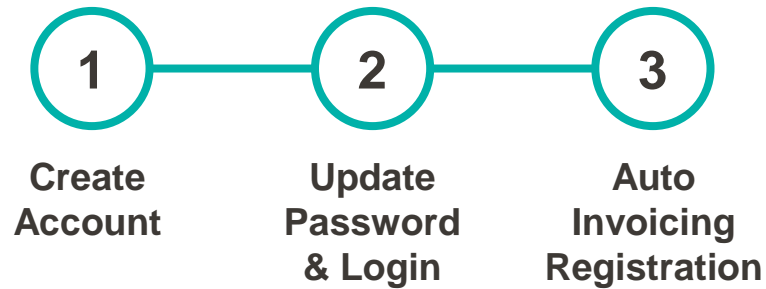
- 1 Account Registration
- 2 Product Upload
- 3 Product Edit & Manage Inventory
- 4 Product Approval Status
- 5 Delivery Term & Delivery Location
- 6 Accepting & Managing Orders
- 7 User Roles

Account Registration for PETRONAS Catalog

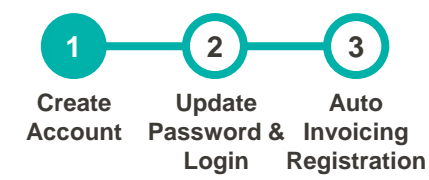
Suppliers will receive a confirmation email from Lapasar upon registering to assign a new password for the account.

LEARNING OBJECTIVES

Suppliers will be able to register an account on Lapasar Vendor Portal for PETRONAS Catalog and register for auto-invoicing for receiving payment purposes.



Create Account



[Click here \(Registration Link\)](#) to register on Lapasar Vendor Portal for PETRONAS Catalog.

Register Now

Please fill up the registration form below and make sure you upload the latest PETRONAS License Certificate (with New SWEC Code) to ensure a smooth sign up process. You will then receive a registration confirmation email from Lapasar, which you will be required to set your account password before logging in.

1

Company Name	<input type="text" value="Company Name"/>
PIC Name	<input type="text" value="Person Incharge Name"/>
Contact Number	<input type="text" value="Contact Number"/>
Email Address	<input type="text" value="E-mail"/>
PETRONAS License Certificate	<input type="button" value="Choose File"/> No file chosen Please upload your latest PETRONAS License Certificate with the new SWEC codes
PETRONAS License Certificate Expiry Date	<input type="text" value="dd/mm/yyyy"/> <input type="button" value="📅"/> Please input the expiration date as per your PETRONAS License Certificate here
<input type="checkbox"/> I have read, understood and agreed to abide by Terms and Conditions .	

3

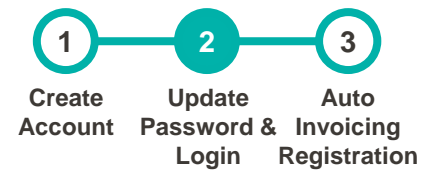
Submit Registration

- | | |
|---|---|
| 1 | Fill in the details required: <ul style="list-style-type: none">• Company Name• PIC Name• PIC Mobile Number• PIC Email |
| 2 | Upload supplier's latest PETRONAS License Certificate & input the License Certificate Expiry Date (DD/MM/YYYY) |
| 3 | Click on 'Submit Registration' upon ticking on the T&C checkbox. |

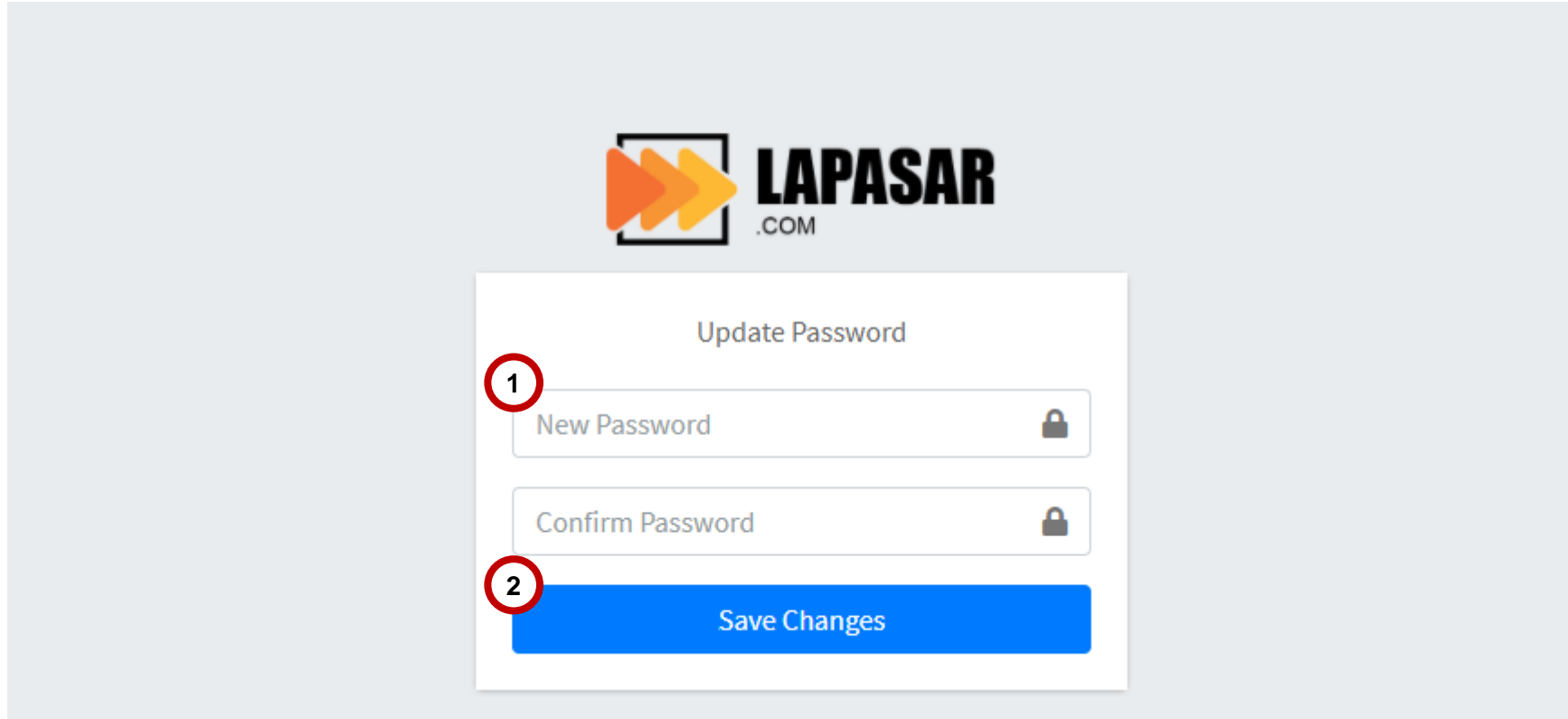


Visit [PETRONAS Licensing Management System \(PLMS\)](#) to download your latest PETRONAS License Certificate.

Update Password & Login



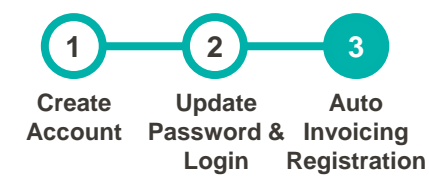
You will receive an email from welcome@lapasar.com with the title “Welcome to Lapasar.com”. Click on the link in the email and you will be directed to this page to set your password.



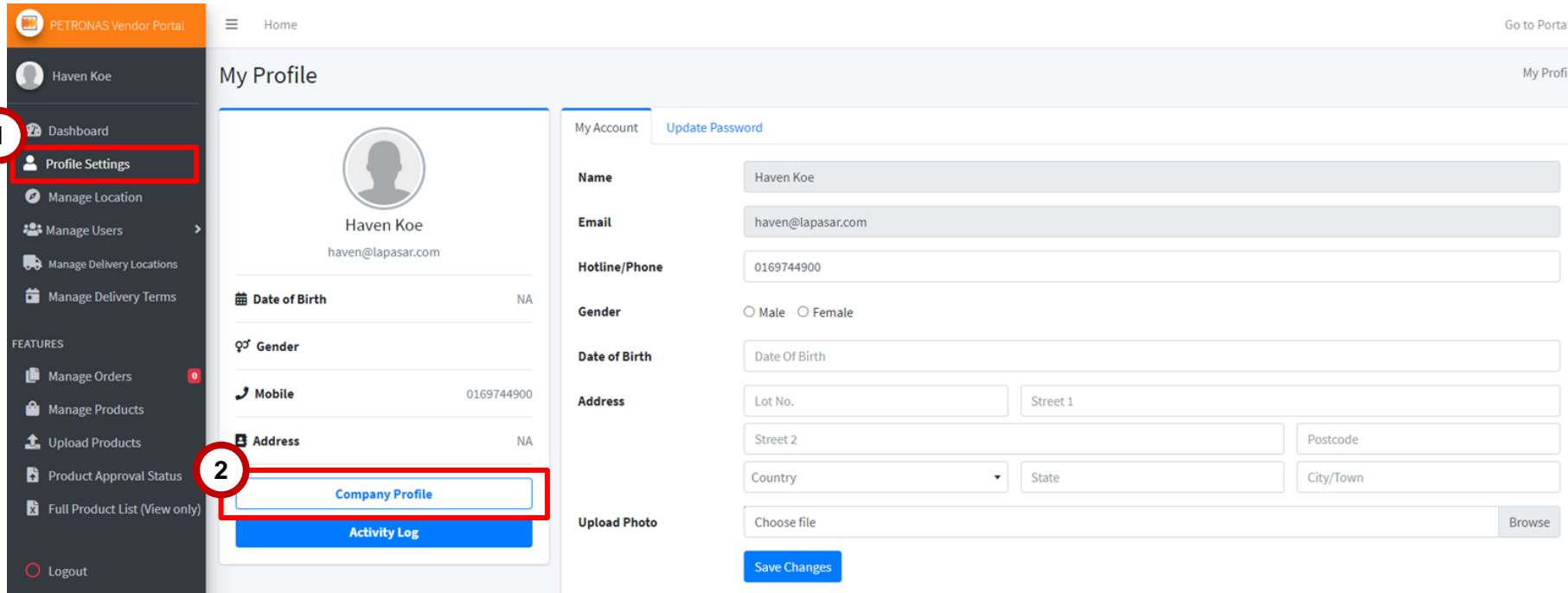
- | | |
|---|--|
| 1 | Enter a new password and confirm that the password matches. |
| 2 | Click on “ Save Changes ” to save the new password for this Vendor Portal Account for PETRONAS Catalog.

Supplier will then be directed to the Login Page for Lapasar Vendor Portal. |

Auto-Invoicing Registration (A)

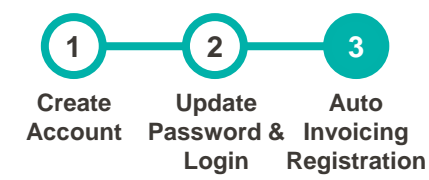


Lapasar uses an auto-invoicing system, enabled through a one-time registration. On the Lapasar platform, we do not require invoices from suppliers in order to release payments.



- 1 Click on 'Profile Settings' on the Left Navigation Bar.
- 2 Click on 'Company Profile' under My Profile.
Continue the steps on the next slide.

Auto-Invoicing Registration (B)



Suppliers will be able to activate auto-invoicing system on Lapasar by providing mandatory company documents.

PETRONAS Vendor Portal

Home

Go to Portal

Haven Koe

Dashboard

Profile Settings

Manage Location

Manage Users

Manage Delivery Locations

Manage Delivery Terms

FEATURES

Manage Orders

Manage Products

Upload Products

Product Approval Status

Full Product List (View only)

Logout

Lapasar.com

Registration No.

Address

Unit 16-3,, Pusat Komersial LGSB, Off Jalan Hospital, T6 Light Grey, , Selangor, Malaysia, 47000).

Description

Contact Person

Haven Koe

haven@lapasar.com

0169744900

My Profile

Activity Log

Company Profile

Tax Settings

Licence Certificate

Auto Invoice Application

Application Form Template

Download

Note: Please download and fill up the form. After that, please upload the scanned form at "Signed Application Form" upload field.

Signed Application Form

Choose file

Browse

Size Limit: 10MB | Allowed Format: .pdf.

Company Registration Type *

Private Limited

Form 9 *

Choose file

Browse

Size Limit: 10MB | Allowed Format: .pdf.

Form 24 *

Choose file

Browse

Size Limit: 10MB | Allowed Format: .pdf.

Form 44 *

Choose file

Browse

Size Limit: 10MB | Allowed Format: .pdf.

Form 49 *

Choose file

Browse

Size Limit: 10MB | Allowed Format: .pdf.

Form 13

Choose file

Browse

Size Limit: 10MB | Allowed Format: .pdf.

Form 32A

Choose file

Browse

Size Limit: 10MB | Allowed Format: .pdf.

Form Memorandum and Articles of Association

Choose file

Browse

Size Limit: 10MB | Allowed Format: .pdf.

Save Changes

- 3 Click on 'Auto Invoice Application' under **Company Profile**
- 4 Click on the 'Download' Button under **Application Form Template**.
Please fill in the form upon downloading.
- 5 Upon filling up the form, please **Upload** (click on 'Browse') the filled form under **Signed Application Form**.
- 6 Click on the **dropdown menu** under **Company Registration Type** to select between 'Private Limited OR Enterprise'
- Kindly upload all the company documents stated.
- 7 Click on 'Save Changes' to save all information input / uploaded.

APPLICATION DEEP DIVE

General Functions

- 1 Account Registration
- 2 Product Upload
- 3 Product Edit & Manage Inventory
- 4 Product Approval Status
- 5 Delivery Term & Delivery Location
- 6 Accepting & Managing Orders
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Product Upload

This section allows supplier to view, quote and submit products quoted for approval.

LEARNING OBJECTIVES

Suppliers will be able to view, upload and submit quoted products for PETRONAS Catalog through this Lapasar Vendor Portal.



View SWECs Allowed to Quote

This section will display a list of SWECs allowed for supplier's company to quote for PETRONAS Catalog. *Do find the full list of SWECs available for PETRONAS Catalog [Here \(Link\)](#).

PETRONAS Vendor Portal Home Go to Portal

Haven Koe

Upload Products for Approval List of Approved SWEC Codes

No.	SWEC Codes	Total Material Number	Total Approved Product	Total Not-Submitted Product	Action
1	24131100P	565	4	0	
2	16160000P	189	0	0	
3	28131600P	1	0	0	
4	28152400P	1	0	0	
5	25171100P	13	0	0	
6	25171800P	129	0	0	

Navigation Bar:

- Dashboard
- Profile Settings
- Manage Location
- Manage Users
- Manage Delivery Locations
- Manage Delivery Terms
- FEATURES
 - Manage Orders
 - Manage Products
 - Upload Products
 - Product Approval Status
 - Full Product List (View only)
- Logout

- 1 Click on 'Upload Products' on the Left Navigation Bar.
- 2 View the list of allowed SWEC Codes for supplier's company for PETRONAS Catalog.
- 3 Click the **Icon** under 'Action' to view more or quote for the products listed.

Upon clicking on the icon, find more steps to quote for products on the next slide.



Please contact **Lapasar Live Chat Team** or [Lapasar WhatsApp](#) if there are any missing / extra SWECs available to be quoted on your list.

Upload Products (A)

This section allows suppliers to view product listing details & upload products accordingly. Suppliers will be directed to this page upon clicking on the eye icon for a selected SWEC Code.

PETRONAS Vendor Portal Home Go to Portal

Haven Koe

Update Product for Approval [List Of Swec Code / 25171800P](#)

Material Number: All

Search Reset

No.	SWEC Codes	Material Number	Characteristics Desc	Base Unit	Product Details	Total Alternative Products	Action
1	25171800P	51317156	SPORT AND RECREATIONAL EQUIPMENT	EA		Pending 0 Approved 0 Reject 0	2 Add 3 Alternative View All Product
2	25171800P	51293061	TYPE : - POWER RATING : - DIMENSION SIZE : 98 X 75 X 150 CM,174 X 86 X 151 CM UNFOLD APPLICATION : - MANUFACTURER NAME : BH FITNESS MODEL NUMBER : BT6385C 1.75 HP/ 3.5 HPP MOTOR, SPEED 1-18KM/H, INCLINE 15 LEVEL, RUNNING BELT 141 X 50 CM, WEIGHT 81 KG	EA		Pending 0 Approved 0 Reject 0	Add Alternative View All Product

- 1 Click on the **dropdown menu** under **Material Number** to view the Material Number (Products ID) allowed to be quoted under the selected SWEC.
- 2 Click on **'Add'** to quote for products with exactly the same specification / functionality stated under **Characteristic Desc**.
- 3 Click on **'Alternative'** to quote for products with the same specification / functionality stated under Characteristic Desc - **but may vary in other aspects such as brand and manufacturing origins**.

Upload Products (B)

This section allows suppliers to view product listing details & upload products accordingly. Click on 'Add' and this window will pop up for supplier to input product details.

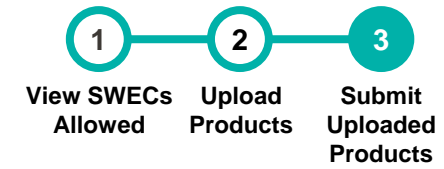
The screenshot shows a form titled "Add Product Details [25171800P - 51317156]". It contains several input fields and sections:

- Alternative Item?**: A dropdown menu with "No" selected.
- Product Name**: A text input field, circled with a red '4'.
- Additional Remarks / Description**: A text area below the product name.
- Unit Price (Product Unit Price + 3% Commission + Delivery Charges*)**: A text input field with a currency dropdown set to "RM", circled with a red '5'.
- Minimum Order Quantity (MOQ)**: A text input field with "1" entered, circled with a red '6'.
- Delivery Terms (Days)**: Two input fields labeled "From" and "To", each with a "Day/s" dropdown.
- Upload Image**: A section with an "Add Image" button and a note: "Size Limit: 2MB | Allowed Format: .gif, .jpg, .png, .jpeg | Maximum: 8".
- Save**: A button at the bottom right, circled with a red '7'.

- | | |
|---|---|
| 4 | Input 'Product Name' & 'Additional Remarks / Description' for the product accordingly. |
| 5 | Input 'Unit Price' - must be inclusive of Product Unit Price + 3% Commission + Delivery Charges*

*Set the delivery charges according to supplier's available delivery locations. Refer to the slides for Manage Delivery Location. |
| 6 | Input accordingly for item quoted: <ul style="list-style-type: none">• Minimum Order Quantity• Delivery Terms (Days)• Upload the exact image(s) |
| 7 | Kindly confirm the details inputted and click on 'Save'. |

Submit Uploaded Products (A)



This section allows suppliers to view product details uploaded & submit for approval. Upon clicking on 'Save' from the last slide, supplier will be directed to this page.

PETRONAS Vendor Portal Home Go to Portal

Haven Koe

Update Product for Approval List Of Swec Code / 25171800P

Material Number: 51317156

Search Reset

No.	SWEC Codes	Material Number	Characteristics Desc	Base Unit	Product Details	Total Alternative Products	Action
1	25171800P	51317156	SPORT AND RECREATIONAL EQUIPMENT	EA	Product Title : Upload Test Product Desc : Upload Test 2 MOQ : 5 Unit Price : RM200 Delivery terms : 7 - 14 Days	Pending 0 Approved 0 Reject 0	Edit Alternative View All Product

Showing 1 to 1 of 1 entries

Upload Products (highlighted in sidebar)

Add New Products (1) Next (2)

- 1 Click on 'Add New Products' if you wish to upload more products before submitting products uploaded for approval.
- 2 Click on 'Next' to proceed with submitting products uploaded for approval.

Submit Uploaded Products (B)

This section allows suppliers to view product details uploaded & submit for approval. Upon clicking on 'Save' from the last slide, supplier will then be directed to this page.

Home Go to Portal

Upload Products for Approval List of Approved SWEC Codes

4 [Submit Products Quoted](#)
* Please click here to submit all products uploaded for approval

No.	SWEC Codes	Total Material Number	Total Approved Product	Total Not-Submitted Product	Action
1	24131100P	565	4	0	
2	16160000P	189	0	0	
3	28131600P	1	0	0	
4	28152400P	1	0	0	
5	25171100P	13	0	0	
6	25171800P	129	0	1	

Upload Products

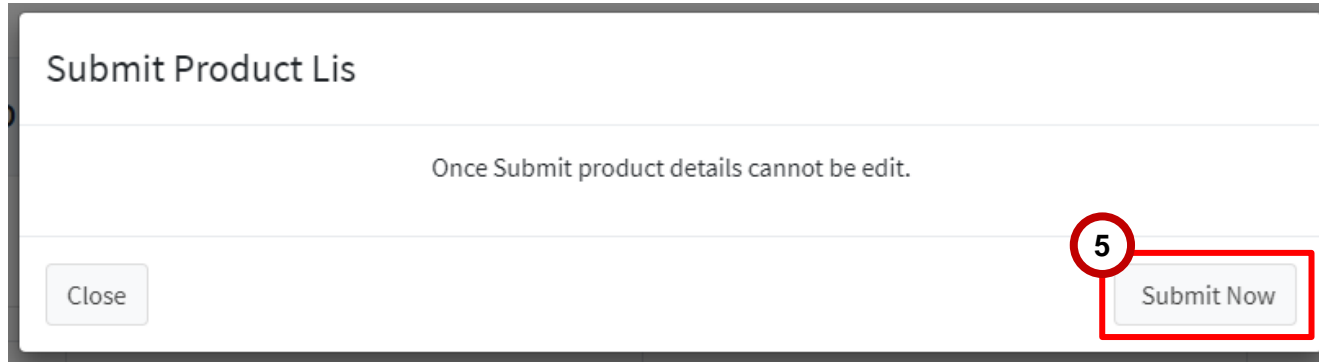
3 Supplier may view the numbers of products quoted under 'Total Not-Submitted Product'

4 Click on 'Submit Products Quoted' button to submit all products quoted for this round.

Supplier may **quote & submit their products quoted anytime** - even if it's just submitting 1 product at a time.

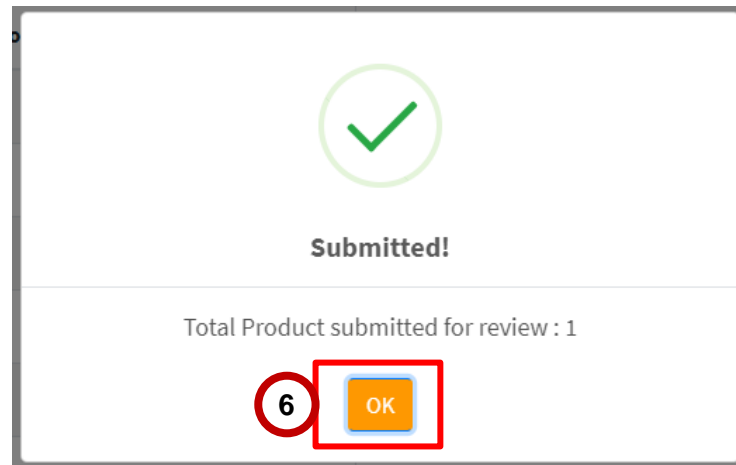
Submit Uploaded Products (C)

This section allows suppliers to submit products uploaded for approval. Upon clicking on 'Submit Products Quoted' from the last slide, a window will pop up.



- 5 Click on '**Submit Now**' to confirm the submission of the product(s) uploaded this round.
- 6 Then, another window will pop up to display the product submission confirmation & the total products submitted for approval.

Click on '**OK**' to close the window.



APPLICATION DEEP DIVE

General Functions

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- 3 Product Edit & Manage Inventory**
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Product Edit & Manage Inventory

This section allows suppliers to edit products details and manage product inventory through Lapasar Vendor Portal for PETRONAS Catalog.

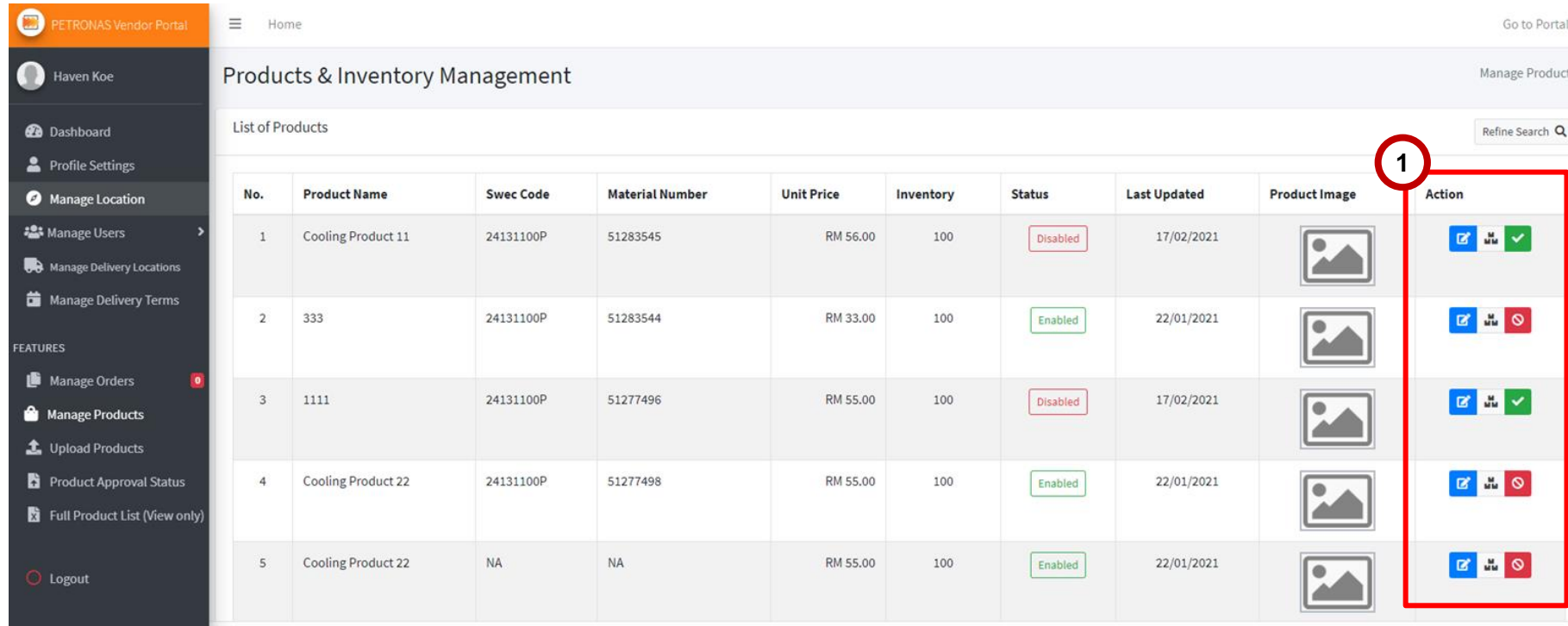
LEARNING OBJECTIVES

Suppliers will be able edit products details uploaded, as well as manage inventory on the platform so that it would be aligned to supplier's actual product inventory.



Manage & Edit Product Details (A)

This section allows suppliers to edit products details approved by Lapasar Admin.







No.	Product Name	Swec Code	Material Number	Unit Price	Inventory	Status	Last Updated	Product Image	Action
1	Cooling Product 11	24131100P	51283545	RM 56.00	100	Disabled	17/02/2021		
2	333	24131100P	51283544	RM 33.00	100	Enabled	22/01/2021		
3	1111	24131100P	51277496	RM 55.00	100	Disabled	17/02/2021		
4	Cooling Product 22	24131100P	51277498	RM 55.00	100	Enabled	22/01/2021		
5	Cooling Product 22	NA	NA	RM 55.00	100	Enabled	22/01/2021		

1 Suppliers may **click on the icons under 'Action'** for each products to perform certain actions - in order to manage and edit products approved.

Please find the icon descriptions on the next slide.

Manage & Edit Product Details (B)

This section allows suppliers to understand each icon descriptions under Manage Products.

2	 Click on this icon to Edit Product Details .
	 Click on this icon to Manage Inventory & Edit Product Unit Price .
	 Click on this icon to Disable Products that are not sellable / unavailable (Hide item temporarily from PETRONAS Catalog).
	 Click on this icon to Enable Products that has been disabled earlier on.

2 Find the descriptions of each icons (under 'Action') for **Manage Products** as stated.


Manage Inventory

This section allows suppliers update inventory, as well as price adjustment for each product.

1  Click on this icon to **Manage Inventory & Edit Product Unit Price**.

2 **Inventory Management** Manage Products / Manage Inventory

Inventory Management Update Inventory

No.	Product Name	SKU	Unit Price	Inventory	Update Inventory	Last Updated
1	Cooling Product 11	PETRO16244	RM 56.00 	100	<input type="text" value="100"/>	22-01-2021

- 1 On the same page (from previous slide), click on **this icon under 'Action'**. The icon description is as stated on the left.
- 2 Supplier will be directed to the **'Inventory Management'** page.
- 3 Edit the unit price of the product under **'Unit Price'**.
- 4 Edit the Inventory for the product under **'Update Inventory'**.
- 5 Click on **'Update Inventory'** to save the changes made.

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General Functions

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Product Approval Status

This section allows supplier to monitor their product approval status upon submitting their uploaded products for PETRONAS Catalog.

LEARNING OBJECTIVES

Suppliers will be able to monitor & edit their products submitted (with 3 status).

1

Product
Approval
Status

Product Approval Status

This section allows supplier to monitor their product approval status upon submitting their uploaded products for PETRONAS Catalog.

1 Click on 'Product Approval Status' on the Left Navigation Bar

2 Suppliers may monitor the approval status under 'Status'

3 Click on 'Edit' to make changes or view the product submitted.

No.	Submitted Date/Time	Total Submitted Product	Response Date/Time	Status	Download Product List	Action
1	17 Feb 2021 10:16 AM	1	17 Feb 2021 04:14 PM	Approved	Download	Edit
2	09 Feb 2021 02:21 PM	1	17 Feb 2021 04:14 PM	Approved	Download	Edit
3	09 Feb 2021 10:24 AM	1	17 Feb 2021 04:15 PM	Rejected (Reason :Unclear description)	Download	Edit
4	04 Feb 2021 06:21 PM	1	30 Nov -0001 12:00 AM	Pending	Download	Edit

1 Click on 'Product Approval Status' on the Left Navigation Bar

2 Suppliers may monitor the approval status under 'Status'

3 Click on 'Edit' to make changes or view the product submitted.

- **Approved**
Edit products only through Manage Products
- **Pending**
Unable to edit products (view only)
- **Rejected**
Edit & view products by clicking on 'Edit'

APPLICATION DEEP DIVE

General Functions

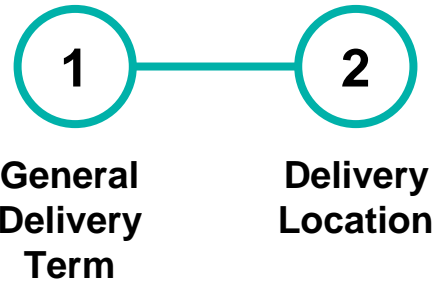
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- 4 Product Approval Status
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- 6 Accepting & Managing Orders
- 7 User Roles

Delivery Term & Delivery Location

This section allows supplier set their general delivery term and delivery location for PETRONAS Catalog (Both are mandatory to input).

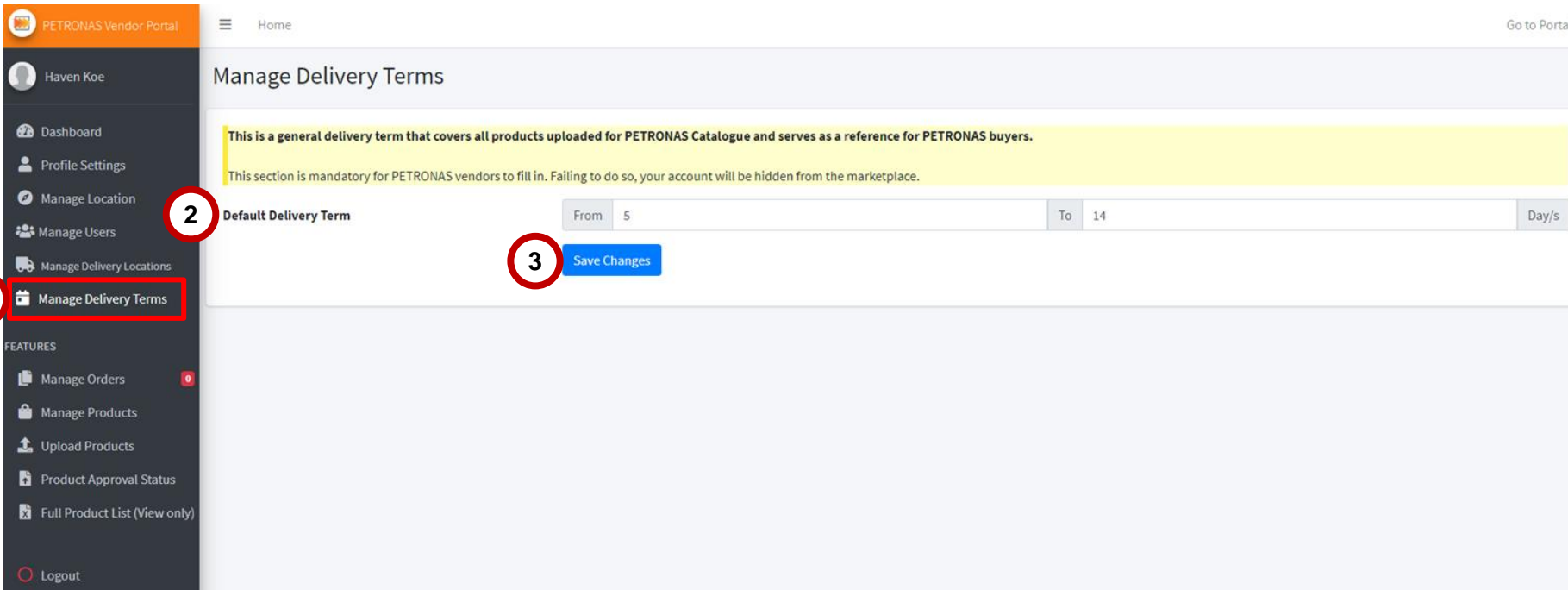
LEARNING OBJECTIVES

Suppliers will be able to set and edit their general delivery term and delivery location exclusively for PETRONAS Catalog.




General Delivery Term

This section allows suppliers to set and edit the general delivery term that covers all products uploaded for PETRONAS Catalog - serves as a reference for PETRONAS Buyers.



- 1 Click on **'Manage Delivery Term'** on the Left Navigation Bar
- 2 Input your **Delivery Term (Days)**.
Please note that this general delivery term settings should cover all products uploaded for PETRONAS Catalog.
- 3 Click on **'Save Changes'** to save once you have input the delivery term.

 This is mandatory for PETRONAS Vendors to input. Failing to do so will result in your e-store being hidden from PETRONAS Catalog.

Delivery Location

This section allows suppliers to set the supplier’s available delivery location(s). The total product unit price inclusive of delivery charges must cover all the locations selected.

Go to Portal

Home

Manage Delivery Locations

Please check the available delivery location(s) from your company to the buyer's location. The total product unit price inclusive of delivery charges must cover all the locations selected below.

Please note that the delivery location settings apply to all products quoted & uploaded in your Lapasar Seller's account for PETRONAS Catalogue.

<input checked="" type="checkbox"/>	State
<input checked="" type="checkbox"/>	Johor
<input checked="" type="checkbox"/>	Kedah
<input checked="" type="checkbox"/>	Kelantan
<input checked="" type="checkbox"/>	Kuala Lumpur
<input type="checkbox"/>	Labuan
<input type="checkbox"/>	Melaka
<input type="checkbox"/>	Negeri Sembilan
<input type="checkbox"/>	Pahang
<input type="checkbox"/>	Perak

- 1 Click on ‘**Manage Delivery Location**’ on the Left Navigation Bar
- 2 **Tick on the checkboxes** for the states that are within the supplier’s available delivery location.

 Note: only tick on the checkboxes that are applicable to supplier’s delivery locations (states).

 This should apply to all products uploaded for PETRONAS Catalog.



Please note that the delivery location settings apply to all products quoted & uploaded in your Lapasar Seller’s account for PETRONAS Catalog.

APPLICATION DEEP DIVE

General Functions

- 1 Account Registration
- 2 Product Upload
- 3 Product Edit & Manage Inventory
- 4 Product Approval Status
- 5 Delivery Term & Delivery Location
- 6 Accepting & Managing Orders**
- 7 User Roles

Accepting & Managing Orders

This section allows suppliers to accept (fulfillment) and manage orders from PETRONAS buyers.

LEARNING OBJECTIVES

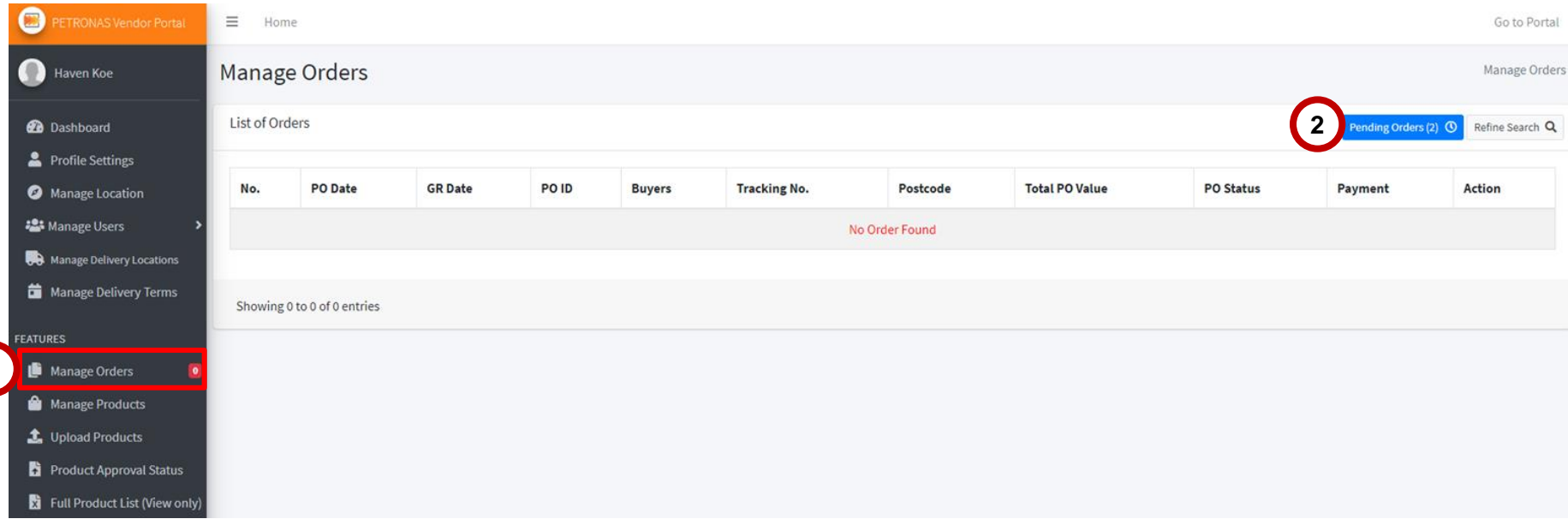
Suppliers will be able to accept orders received from PETRONAS as well as managing them.

1

Accepting &
Managing
Orders

Accepting & Managing Orders

This section allows suppliers to accept (fulfillment) and manage orders from PETRONAS buyers.



- 1 Click on 'Product Approval Status' on the Left Navigation Bar
- 2 Click on 'Pending Order' to view the order pending for supplier to accept.

The number states the number of orders pending to be accepted.



Please contact **Lapasar Live Chat Team** or [Lapasar WhatsApp](#) for any enquiries regarding accepting order(s) from PETRONAS.

APPLICATION DEEP DIVE

General Functions

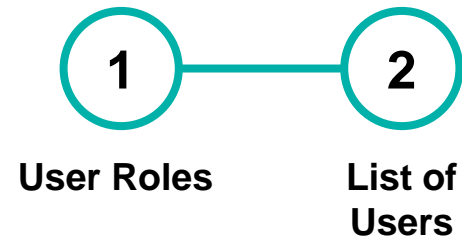
- 1 Account Registration
- 2 Product Upload
- 3 Product Edit & Manage Inventory
- 4 Product Approval Status
- 5 Delivery Term & Delivery Location
- 6 Accepting & Managing Orders
- 7 User Roles

User Roles

This section allows suppliers to create unlimited user roles with varying levels of access on Lapasar Vendor Portal for PETRONAS Catalog.

LEARNING OBJECTIVES

Suppliers will be able to create user roles & view list of users with different level of access on Lapasar Vendor Portal.



User Roles (A)

This section allows suppliers to create user roles and the different levels of access on Lapasar Vendor Portal.

The screenshot shows the 'User Role' management page in the PETRONAS Vendor Portal. The left navigation bar has 'Manage Users' (1) and 'User Roles' (2) highlighted. The main content area shows a table of user roles and an 'Add User Role' button (3). A modal window (4) is open for adding a new role, with a 'Save' button (5).

No.	Role	Status	Action
1	Business Intelligence	Enabled	
2	Sales	Enabled	
3	Finance	Enabled	
4	Super Admin	Enabled	

Showing 1 to 4 of 4 entries

Add Role

Role *

Status *
Enabled

Close **5 Save**

- 1 Click on **'Manage Users'** on the Left Navigation Bar
- 2 Click on **'User Roles'** from Manage Users Dropdown Menu.
- 3 Click on **'Add User Role'** to add new user roles on Lapasar Vendor Portal.
- 4 A **'User Role'** window will pop up:
 - User Role Name
 - Status (Enable / Disable)
- 5 Click on **'Save'** once completed.









User Roles (B)

This section allows suppliers to create user roles and the different levels of access on Lapasar Vendor Portal.

Home Manage Users / User Role


List of Users Role Add User Role Refine Search


6 New user role has been added

No.	Role	Status	Action
1	Business Intelligence	Enabled	 
2	Sales	Enabled	 
3	Finance	Enabled	 
4	Super Admin	Enabled	 

Showing 1 to 4 of 4 entries

8

 Click on this icon to **Edit Roles** created.

 Click on this icon to **Edit Page Access** for the roles created.

- 6 Upon saving the role created, a green bar stating a new user role has been added will appear.
- 7 There are 2 actions can be made under Action:
 - **Edit Roles**
 - **Page Access**
- 8 Find the descriptions of each icons (under 'Action') for User Roles as stated.

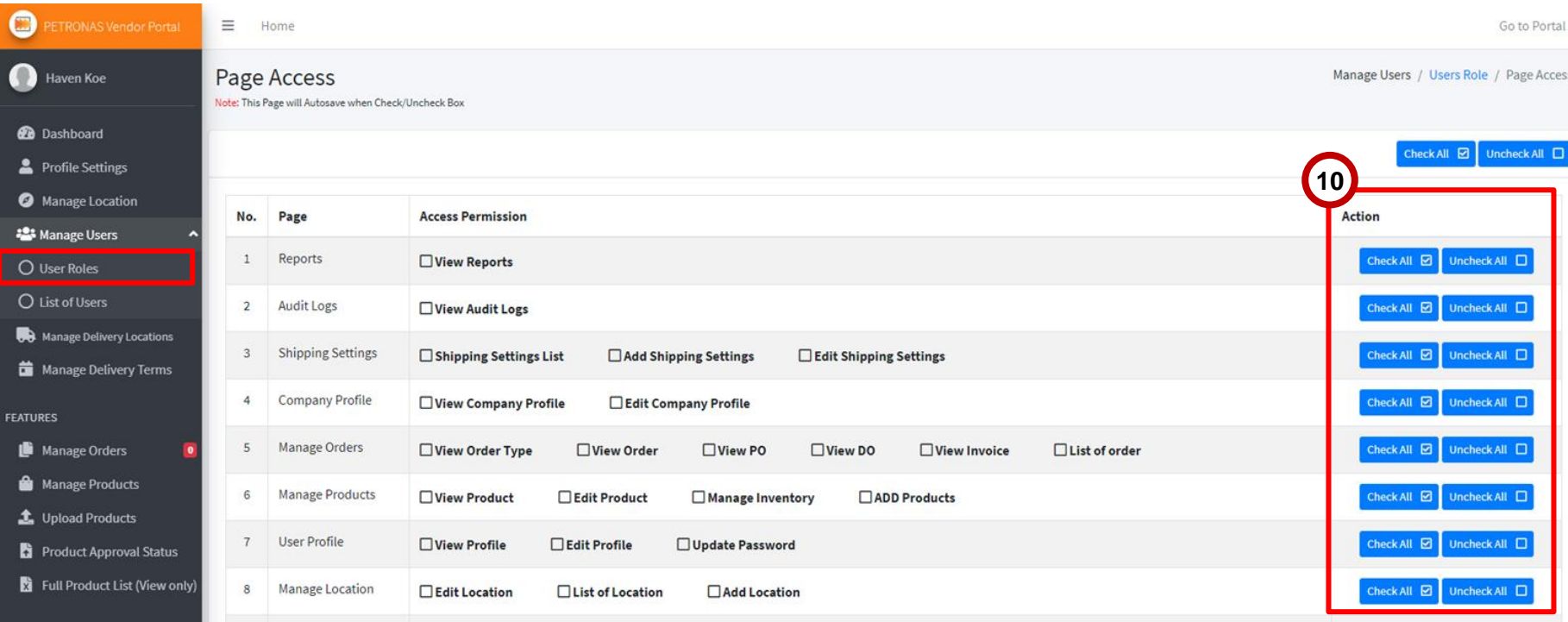
User Roles (C)

This section allows suppliers to create user roles and the different levels of access on Lapasar Vendor Portal.

9  Click on this icon to **Edit Page Access** for the roles created.

9 On the same page (from previous slide), click on **this icon under 'Action'**. The icon description is as stated on the left.

10 Supplier will be directed to **'Page Access'** and able to allow varying access to different roles created.



Home Go to Portal

Manage Users / Users Role / Page Access

Note: This Page will Autosave when Check/Uncheck Box

No.	Page	Access Permission	Action
1	Reports	<input type="checkbox"/> View Reports	Check All <input checked="" type="checkbox"/> Uncheck All <input type="checkbox"/>
2	Audit Logs	<input type="checkbox"/> View Audit Logs	Check All <input checked="" type="checkbox"/> Uncheck All <input type="checkbox"/>
3	Shipping Settings	<input type="checkbox"/> Shipping Settings List <input type="checkbox"/> Add Shipping Settings <input type="checkbox"/> Edit Shipping Settings	Check All <input checked="" type="checkbox"/> Uncheck All <input type="checkbox"/>
4	Company Profile	<input type="checkbox"/> View Company Profile <input type="checkbox"/> Edit Company Profile	Check All <input checked="" type="checkbox"/> Uncheck All <input type="checkbox"/>
5	Manage Orders	<input type="checkbox"/> View Order Type <input type="checkbox"/> View Order <input type="checkbox"/> View PO <input type="checkbox"/> View DO <input type="checkbox"/> View Invoice <input type="checkbox"/> List of order	Check All <input checked="" type="checkbox"/> Uncheck All <input type="checkbox"/>
6	Manage Products	<input type="checkbox"/> View Product <input type="checkbox"/> Edit Product <input type="checkbox"/> Manage Inventory <input type="checkbox"/> ADD Products	Check All <input checked="" type="checkbox"/> Uncheck All <input type="checkbox"/>
7	User Profile	<input type="checkbox"/> View Profile <input type="checkbox"/> Edit Profile <input type="checkbox"/> Update Password	Check All <input checked="" type="checkbox"/> Uncheck All <input type="checkbox"/>
8	Manage Location	<input type="checkbox"/> Edit Location <input type="checkbox"/> List of Location <input type="checkbox"/> Add Location	Check All <input checked="" type="checkbox"/> Uncheck All <input type="checkbox"/>

List of Roles

This section allows suppliers to create and view list of users created on Lapasar Vendor Portal.

1 Manage Users

2 List of Users

3 Add New User

4 Add New User

5 Save

No.	User Name	Role	Email	Mobile	Status	Action
1	Haven Koe	Admin	haven@lapasar.com	0169744900	Active	

- 1 Click on **'Manage Users'** on the Left Navigation Bar
- 2 Click on **'List of User'** from Manage Users Dropdown Menu.
- 3 Click on **'Add User Role'** to add new user on Lapasar Vendor Portal.
- 4 An **'Add New User'** window will pop up:
 - User Name
 - **Role - added in 'User Roles'**
 - Gender
 - Email
 - Office / Mobile No.
- 5 Click on **'Save'** once completed.

Petronas-Lapasar DO'S & DON'TS

DO'S



Have a designated Person in Charge that will **take care of the onboarding and the fulfillment of the first few orders.**



Leverage on our team to help you set up. Product uploads, account setting and more.



Download the respective marketplace App to be notified on your incoming orders & manage them easily.

DON'TS



Do not set prices that are above reasonable market price average.



Do not be hesitant to reach out for help! You can reach Lapasar via the Live Chat function, via Call or via Email!



Do not forget to update your product inventory and prices if there are any changes.



**GROUP
PROCUREMENT**

DGP

SUPPORT CONTACT

Support Contact

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



E-MAIL :

welcome@lapasar.com



CALL :

03-6144 6686



LIVE CHAT :

<https://petronas.lapasar.com/app/petronas/> (Upon Login)



WHATSAPP :

[+60 154-600 0054](https://wa.me/601546000054)

GROUP PROCUREMENT

DGP

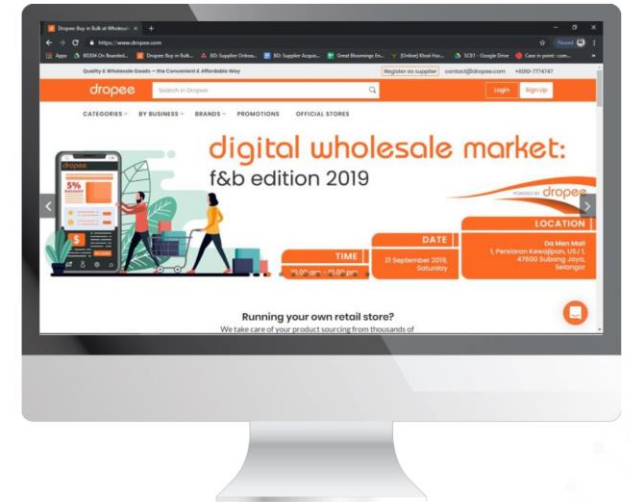
dropee SUPPLIER USER GUIDE

Introduction to PETRONAS@Dropee

Dropee is a B2B e-Commerce platform that enables suppliers to track orders, acquire new customers, manage product inventory & gain business insights. Together, we are on mission to scale your business and prepare you towards the digital economy.

- **PETRONAS@Dropee** is a separate platform by Dropee that will serve only PETRONAS buyers and PETRONAS registered Suppliers. The platform is integrated with SMART by GEP[®] allowing for direct purchases between PETRONAS buyers and suppliers.
- The platform is currently serving **40 of the PETRONAS Non-Stock categories (SWEC)**. Therefore, only PETRONAS registered suppliers who are serving those categories will have access to PETRONAS@Dropee. ([Refer to here](#))

The PETRONAS@Dropee platform will be going "LIVE" sometime in September 2020.



PETRONAS@Dropee Platform



PETRONAS Supplier Sign Up

FAQs

Latest News

Contact

LOGIN



Platform Registration Page petronas.dropee.com

Welcome to the preferred procurement platform for PETRONAS

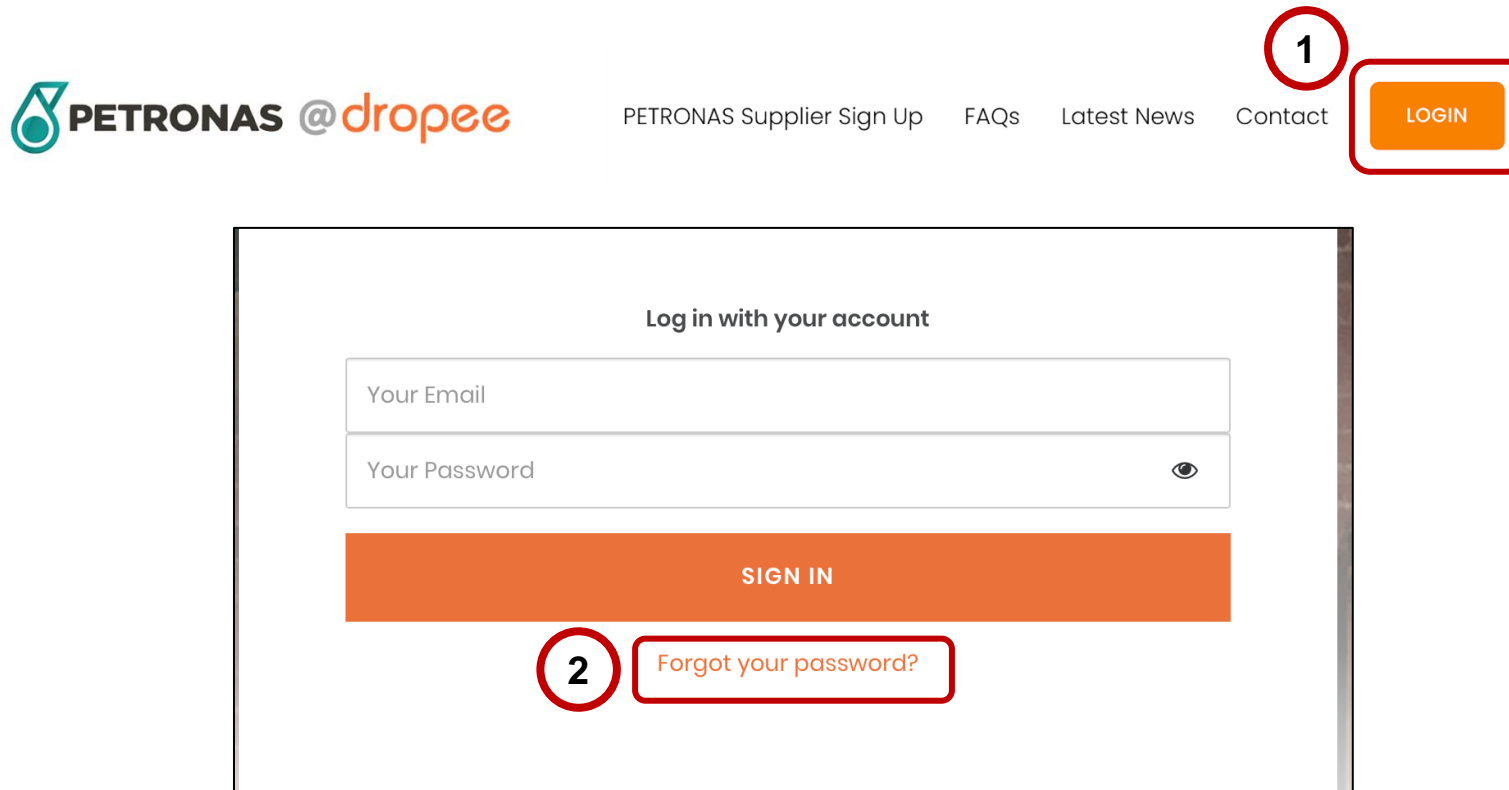
The PETRONAS@Dropee procurement platform brings B2B marketplace user experience to PETRONAS Buyers and Registered PETRONAS Suppliers and Vendors. When the system goes live in Q3 of 2020, forty major procurement categories will be made available on this platform and some 2000+ PETRONAS-registered vendors will begin selling their products online.

Getting Started



First Time Login

Once you have received your Dropee Login Instructions and Credentials via email, you are now ready to login and upload your products.



The screenshot shows the Petronas @dropee website header with navigation links: PETRONAS Supplier Sign Up, FAQs, Latest News, and Contact. A red circle with the number '1' highlights the 'LOGIN' button in the top right corner. Below the header is a login form titled 'Log in with your account'. It contains two input fields: 'Your Email' and 'Your Password' (with a toggle eye icon). Below the fields is an orange 'SIGN IN' button. A red circle with the number '2' highlights a 'Forgot your password?' link located below the 'SIGN IN' button.

- | | |
|---|---|
| 1 | Click Login to enter Petronas@Dropee |
| 2 | For first time login, click on “Forgot your password” to set a new password and put your registered email. |

Add New Product

1

CATEGORIES ▾ BRANDS ▾

Dashboard

Products

Company Profile

Orders

Customers

Product Questions

Products Beta

Products

Search

BIN

Name

Show More

Reset

Search

Add New Product

Id	Name	BIN	Category	Brand	Price	Image	Stock	UOM	Stock Alert	Status	Action
----	------	-----	----------	-------	-------	-------	-------	-----	-------------	--------	--------

1

Once you have successfully logged into the platform, you can start uploading your products.

- First, click on **Products** on your dashboard.
- At the Product page, click on **Add New Product** button.

It will direct you to the **Product Details** page.

Search Products

Add Product search MATERIAL CODE (or BIN)

1

Search

Product Code

Product Description

Reset Search

Work Category	Product Code	Product Description	Action
Marine Loading Arm	50034526	PIN, DIN94, MLA, CONNEX, 6730H	2 <input type="button" value="+ Select"/>
Marine Loading Arm	50034539	GAUGE, PRSSR, 0-250BAR, 21220100, MLA, CONNEX	<input type="button" value="+ Select"/>
Marine Loading Arm	50064635	PACKING, 243125897000, MLA, FMC, RCMAPP	<input type="button" value="+ Select"/>
Marine Loading Arm	50064639	RING, FLEX, 70X690612022, MLA, FMC, RCMAPP	<input type="button" value="+ Select"/>
Marine Loading Arm	50064662	INSULATION RING, 247060600156, MLA, FMC	<input type="button" value="+ Select"/>

SWEC Code (Working Category)

1 Please search for your Products via the matching Product Description or Product Code (BIN Number) that falls under the 40 SWEC codes according to your Petronas License.

Only the Working Categories that falls within the 40 SWEC Codes will be displayed on your Add Product page.

2 Click **Select** button.

The system will pre-fill the following fields:

- **Category**
- **Material Name**
- **Product Barcode**

Fill Required Product Info Columns

1

STEP 3/4: PACKAGING, QUANTITY & PRICING

Packaging

Packaging Type *

Carton

Number of Units in Package * ⓘ

10

Weight (Gram) per Package ⓘ

5000

Pricing include shipping & tax

Your Cost Price (include shipping & tax)

MYR

Market Price (include shipping & tax) *

MYR

600

Selling Price (include shipping & tax) *

MYR

500

Wholesale Price (include shipping & tax) *

MYR

400

SST Applied (6%)

Yes

Quantity

How much stock do you have in your warehouse?

100

Minimum Order Purchase *

1

Quantities purchased to trigger wholesale price * ⓘ

10

1 The system will pre-fill the fields in **Step 1/4: Petronas Material Data**.

Proceed to fill up the rest of the fields under **Steps 2/4, 3/4 & 4/4** on the Product Upload page.

NOTE : Columns with asterisks (*) are mandatory to be filled up.

Product Pricing

Pricing include shipping & tax

Your Cost Price (include shipping & tax) **Market Price (include shipping & tax)*** **Selling Price (include shipping & tax)*** **Wholesale Price (include shipping & tax)***

MYR MYR 600 MYR 500 MYR 400

SST Applied (6%)

Yes

States * The price above covers delivery for states

- Johor
- Kedah
- Kelantan
- Kepulauan Riau
- Melaka
- Negeri Sembilan
- Pahang
- Perak
- Perlis
- Pulau Pinang
- Putrajaya
- Sabah
- Sarawak
- Selangor
- Terengganu
- Wilayah Persekutuan

Quantities purchased to trigger wholesale price* ⓘ

10

1 Your Product Pricing must **include** your **shipping & tax** rates.

If SST applies for your product, please **select 'Yes'** in this column.

2 In this section, **Select the states** that qualifies for the product price + shipping fee entered above.

If you have different shipping fees for different states, please duplicate your products and edit them accordingly ([Refer here](#))

Submit Product Information

STEP 4/4: PRODUCT STATUS

Status ⓘ

* required field

Lead Time* ⓘ

 Days

I declare that this product adheres strictly to the Material Specs in Part 1

1

1 Once you have filled up all required fields, click the **Submit** button.

If the form is complete, you will then be returned to the Product Listing page.

Otherwise, the system will ask you to amend certain fields.

Add Image

Products Beta

Search

BIN Name

[Reset](#) [Search](#) [Show More](#)

[Add New Product](#)

Id	Name	BIN	Category	Brand	Price	SST Applied	State	Image	Stock	UOM	Status	Action
42436	PIN, DIN94, MLA, CONNEX, 6730H	50034526	Marine Loading Arm	Connex	MYR 500.00	Yes	Selangor Wilayah Persekutuan		100 topup stock	Piece	Inactive	+ Images Edit Duplicate Delete

1 Once you have uploaded your products, they will be listed on the Products page.

Add your image by clicking on the **+ Images** button on the right side of your products page.



Duplicate Products for Different State Shipping Prices

Duplicate SKU with adjusted price for different shipping locations

Id	Name	BIN	Category	Brand	Price	SST Applied	State	Image	Stock	UOM	Status	Action
42437	PIN, DIN94, MLA, CONNEX, 6730H	50034526	Marine Loading Arm	Connex	MYR 550.00	Yes	Johor Pulau Pinang		100 topup stock	Piece	1	+ Images Edit Duplicate Delete
42436	PIN, DIN94, MLA, CONNEX, 6730H	50034526	Marine Loading Arm	Connex	MYR 500.00	Yes	Selangor Wilayah Persekutuan		100 topup stock	Piece	2	+ Images Edit Duplicate Delete

1 For **different states** with different **shipping prices**, please duplicate your products and click edit on the duplicated product to adjust the pricing of the product with the matching states accordingly.

2 Duplicate your products as many times required to **cover all shipping regions**.

Product Bulk Upload Sheet

Material Code (BIN Number)	Product Brand	Packaging Type	Number of Units Within Each Packaging Type (Based on Column C)	Weight Per Package (in Grams)	Minimum Quantity To Purchase (Based on Column C)	Market Price, INCLUSIVE of DELIVERY CHARGES (RM)	Selling Price INCLUSIVE of DELIVERY CHARGES (RM)
MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY
Please insert your BIN number	Brand Name	Choose ONLY ONE: Select Box / Carton / Each / Piece	Total # of units within 1 Box / Carton / Each / Piece (Based on the input in the Packaging Type column)	Package weight in grams.	What is the Minimum Order Quantity (MOQ) for buyers to purchase this product?	This refers to the Recommended Retail Selling Price (RM) of your product, INCLUSIVE of Delivery Charges.	Selling price (with your product, INCLUSIVE of Delivery Charges.)
Kindly type in your Material BIN number.	Kindly type it in your Brand name	Select Your Volumetric Format from the list below	Ex : If you are selling 12 Units In a Carton, type in "12"	The input in this column needs to be based on the selected volumetric format in the Packaging Type column: (BOX / CARTON / EACH / PIECE) NOTE: Do not include any g, KG, Litre, ml, etc. Only write numbers in this column.	The input in this column needs to be based on the selected volumetric format in the Packaging Type column: (BOX / CARTON / EACH / PIECE)	The input in this column needs to be based on the selected volumetric format in the Packaging Type column: (BOX / CARTON / EACH / PIECE)	The input in this column needs to be based on the selected volumetric format in the Packaging Type column: (BOX / CARTON / EACH / PIECE)
50455152	E.g. Coca Cola	E.g. Carton	E.g. 12	E.g. 230.5	E.g. 5	E.g. 230	E.g. 190

1 If you have 50 or more products, you may request for the Bulk Upload Template via email to list them in one go !

- You may refer to the Masterlist sheet to search for your respective product BIN number under the 40 SWEC Code Categories that will be used for this platform.

Once completed, you may update us via our **Whatsapp** helpline at :

+601800819149 (Chat only)



How do I view my Products?

The screenshot shows the Dropee platform interface. At the top, there is a search bar and a user profile. Below the search bar, there are two tabs: 'CATEGORIES' and 'BRANDS'. The 'CATEGORIES' dropdown menu is open, showing a list of product categories. The 'All Products Categories' option is highlighted with a red box. Below the categories, there is a navigation bar with tabs for 'Dashboard', 'Products', 'Company Profile', 'Orders', 'Customers', and 'Product Questions'. The 'Products' tab is selected. The main content area displays a dashboard with three cards: 'Sales (in MYR)', 'Products', and 'Customers'. The 'Sales' card shows 0.00 for Last Week, with 0.00 for Last Month and 0.00 for This Month. The 'Products' card shows 17 for Last Week, with 10 for Last Month and 29 for This Month. The 'Customers' card shows 0 for Last Week, with 0 for Last Month and 0 for This Month. Below the dashboard, there is a 'Date' filter and a 'Sales Trends' chart. The 'Sales Trends' chart shows data for 'This Month', 'This Year', and 'All Time'. The 'Order to Process' table is also visible, with columns for Date Purchased, Supplier Order No, Retailer Details, Order Total, Status, and Actions. The total value is MYR 0.00.

1 To view your products, click on 'Categories' and then click on 'All Products Categories' at the bottom of the drop-down menu.

- **Other Suppliers** on the platform are **not able to view** your products and its prices.
- **ONLY PETRONAS** and yourself are able to view your product catalog.

PETRONAS Buyers are **not able to view Supplier names** as well.

Uploading your products with **competitive prices, clear images** and **detailed information** will help you stand out.

Are there any charges?

- Signing up and listing your products is **FREE!**
- Petronas@Dropee has a **commission rate of 6%** for every sale transaction with a **cap of RM 8,000** on a rolling-year basis (eg: 1st Sept 2020 - 31st Aug 2021).
- This means that once a **limit of RM8,000** in commission is reached, your commission rate **drops to 0%** for the rest of the year.

SWEC Categories of Non-stock Items

The platform is currently serving **a portion of the PETRONAS procurement categories (SWEC)**. Therefore, only PETRONAS registered suppliers who are serving those categories will have access to the PETRONAS@Dropee platform.

- You may refer [here](#) for the latest list of SWEC Categories (last updated by PETRONAS on 15th June 2020).
- You may refer [here](#) for the list of Material/Product Names & Descriptions that fall under the 40 SWEC Categories (last updated by PETRONAS on 26th August 2020).
- **NOTE: There may be changes to the SWEC & Material/Product information, as shared across by PETRONAS from time to time.** Dropee's team will inform and assist participating Suppliers to ensure that any negative impact to their selling experience can be minimised.



Support Contact

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



E-MAIL : petronas@dropee.com



Whatsapp : **+6018 - 0081 9149 (Chat Only)**

REFERENCE

Frequently Asked Questions :

https://www.petronas.com/sites/default/files/join-us/B2B%20Marketplace%20FAQs_25%20September%202020.pdf

For further information and verification from PETRONAS, you can kindly refer to these newsletters by PETRONAS as part of their Vendor Announcement :

1. <https://www.petronas.com/vendor-announcements/whats-next-newsletter-5-new-business-business-b2b-marketplace-platforms>
1. <https://www.petronas.com/vendor-announcements/whats-next-newsletter-8-have-you-created-your-smart-gepr-account>