GROUP PROCUREMENT

DGP

LAPASAR.COM **USER GUIDE FOR VENDOR PORTAL**

PETRONAS

UAT Login Details

01	User login link	• https://petronas-uat.lapasar.com/app/petronas/
02	Username	• haven@lapasar.com
03	Password	• lapasar907

Let's try your new sales channel today!

Register now:

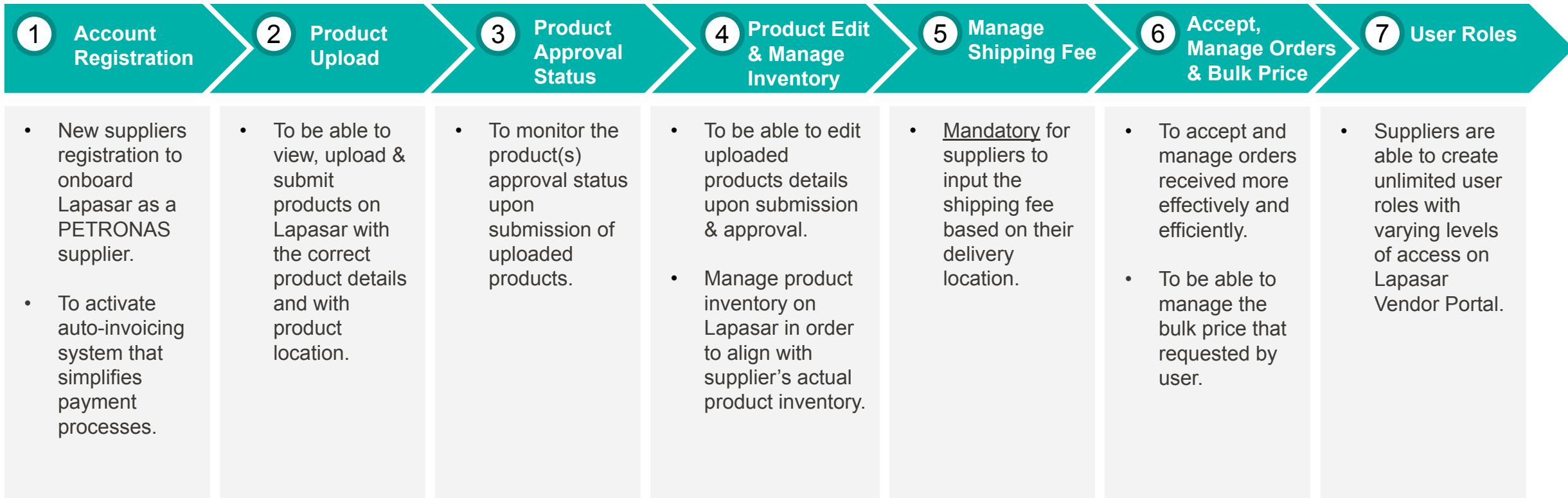https://petronas.lapasar.com/app/petronas/petronas_supplier_registration

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.

| Company Name | Company Name |
| Company Registration No | Company Registration No |

PIC Name — Person Incharge Name

Contact Number — Contact Number

Email Address — E-mail

Petronas Company Type — Please Select

Company Registration No — Company Registration No

PETRONAS License Certificate — Choose File No file chosen
Please upload your latest PETRONAS License Certificate with the new SWEC codes

PETRONAS License Certificate Expiry Date — dd/mm/yyyy
Please input the expiration date as per your PETRONAS License Certificate here

☐ I have read, understood and agreed to abide by Terms and Conditions.

Submit Registration

Procurement in LAPASAR.COM

General Functions

1 Account Registration	**2** Product Upload	**3** Product Approval Status	**4** Product Edit & Manage Inventory	**5** Manage Shipping Fee	**6** Accept, Manage Orders & Bulk Price	**7** User Roles
• New suppliers registration to onboard Lapasar as a PETRONAS supplier. • To activate auto-invoicing system that simplifies payment processes.	• To be able to view, upload & submit products on Lapasar with the correct product details and with product location.	• To monitor the product(s) approval status upon submission of uploaded products.	• To be able to edit uploaded products details upon submission & approval. • Manage product inventory on Lapasar in order to align with supplier's actual product inventory.	• <u>Mandatory</u> for suppliers to input the shipping fee based on their delivery location.	• To accept and manage orders received more effectively and efficiently. • To be able to manage the bulk price that requested by user.	• Suppliers are able to create unlimited user roles with varying levels of access on Lapasar Vendor Portal.

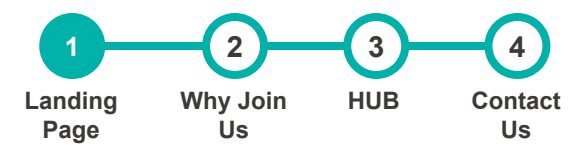# APPLICATION DEEP DIVE

General Functions

1 Account Registration
2 Product Upload
3 Product Approval Status
4 Product Edit & Manage Inventory
5 Manage Shipping Fee
6 Accept, Manage Orders & Bulk Price
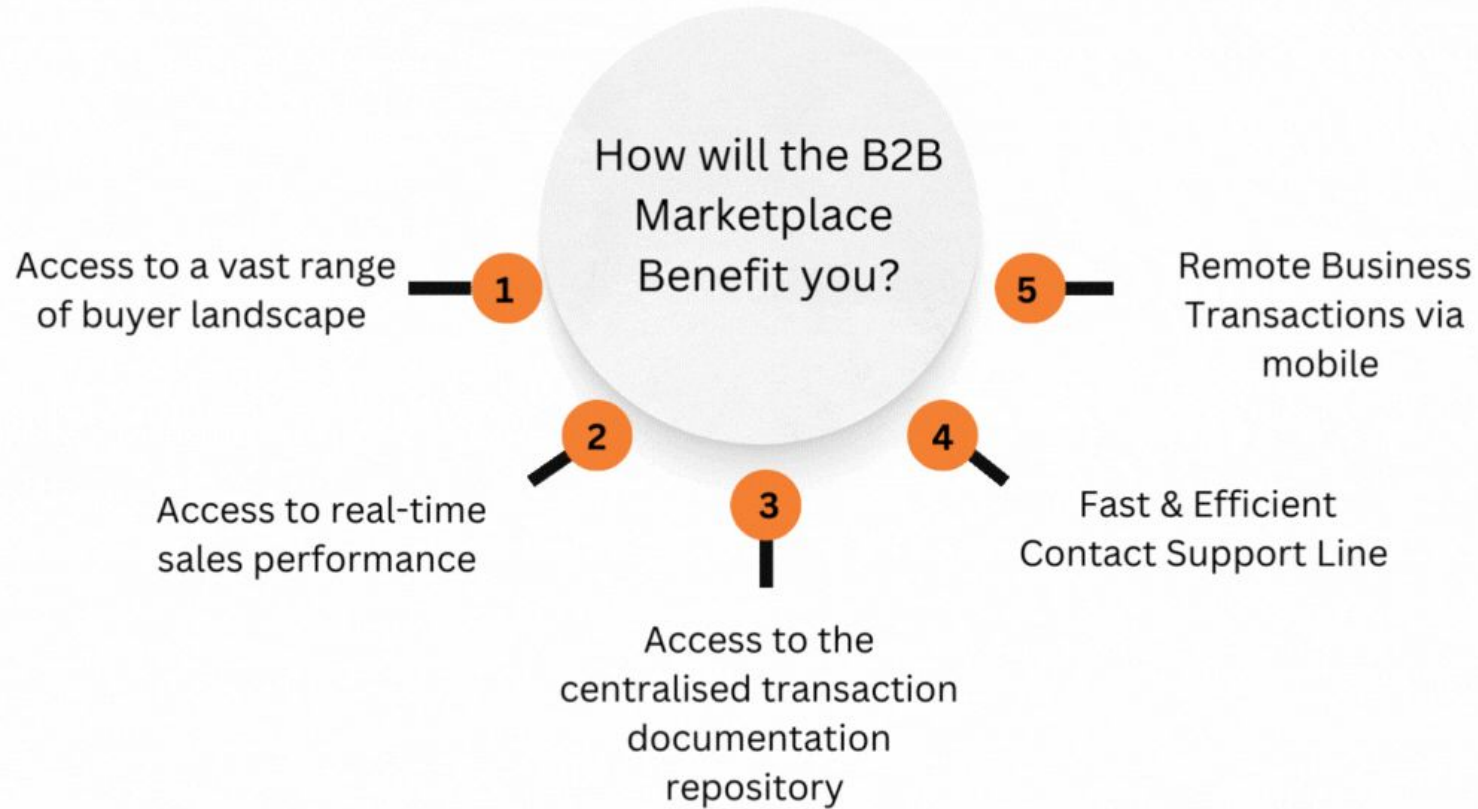7 User Roles

Landing Page (https://petronas.lapasar.com/app/petronas/)

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

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 Catalogue.

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Why Join Us

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

How will the B2B Marketplace Benefit you?

1. Access to a vast range of buyer landscape
2. Access to real-time sales performance
3. Access to the centralised transaction documentation repository
4. Fast & Efficient Contact Support Line
5. Remote Business Transactions via mobile

1 Visit this page to read more about:

- **Lapasar - A B2B Marketplace**
- **Releases to PETRONAS OPUs**
- **Testimonials from our buyer and top suppliers**

12

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

LAPASAR.COM

Home   Why Join Us   HUB   Contact Us

Portal Guide

Full step-by-step portal guide coming soon...
Please click here to download User Guide for Lapasar Vendor Portal for **PETRONAS** Catalogue

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 Catalogue.**

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Frequently Asked Questions (FAQ)

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

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

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Contact Us

The section contains the information to contact Lapasar team.

Get in touch

Your name

Last name (optional)

Your e-mail

Contact Number

Subject (optional)

Message

Send message

Contact Info

LiveChat Operation Hours!
(Chat with our Live Chat Team after Logging In)

Open : 09:00am - 6:00pm

Address: No. 11A, Persiaran Selangor, Seksyen 15, 40200 Shah Alam, Selangor Darul Ehsan

Phone: (+603) 5870 4693

Email Enquiries & Support: servicedesk@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 questions within 10 seconds. **Lapasar Live Chats Feature** is available once vendor is logged in to the Vendor Portal.
3	Alternatively, vendors may choose to **email** Lapasar at servicedesk@lapasar.com for any enquiries.

APPLICATION DEEP DIVE

General Functions

1 Account Registration | 2 Product Upload | 3 Product Approval Status | 4 Product Edit & Manage Inventory | 5 Manage Shipping Fee | 6 Accept, Manage Orders & Bulk Price | 7 User Roles

Create Account
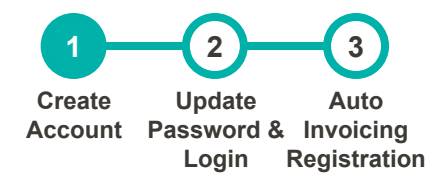
Click here (Registration Link) to register on Lapasar Vendor Portal for PETRONAS Catalogue.

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.

|	
Company Name	Company Name
PIC Name	Person Incharge Name
Contact Number	Contact Number
Email Address	E-mail
Petronas Company Type	Please Select ▼
Company Registration No	Company Registration No
PETRONAS License Certificate	Choose File No file chosen — Please upload your latest PETRONAS License Certificate with the new SWEC codes
PETRONAS License Certificate Expiry Date	dd/mm/yyyy 📅 — Please input the expiration date as per your PETRONAS License Certificate here

☐ I have read, understood and agreed to abide by Terms and Conditions.

Submit Registration

1 Fill in the details required:
- **Company Name**
- **PIC Name**
- **PIC Mobile Number**
- **PIC Email Address**
- **Company Type & Registration Number**

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.

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Update Password & Login
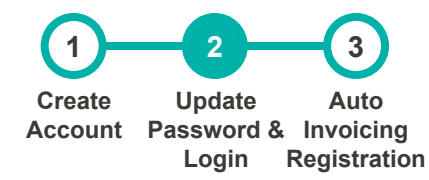
You will receive an email from **servicedesk@lapasar.com** with the title "Welcome to Lapasar.com". Click on the link in the email and you will be directed to this page to set your password.

LAPASAR .COM
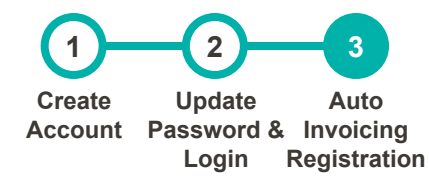
Update Password

1 New Password 🔒

Confirm Password 🔒

2 **Save Changes**

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 Catalogue. 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 **'My Account'** under **My Profile**.

Continue the steps on the next slide.

Auto-Invoicing Registration (B)
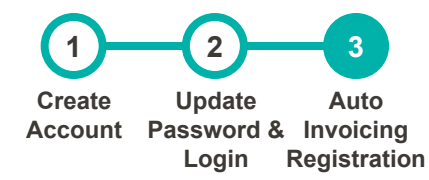
Suppliers will be able to activate auto-invoicing system on Lapasar by providing mandatory company documents.

| 3	Click on **'Auto Invoice Application'** under **Company Profile**
4	Click on the **'Download'** Button under **Signed Application Form**. Please fill in the form upon downloading.
5	Upon filling up the form, please **Upload** (click on **'Choose File'**) the filled form under **Signed Application Form**.
6	Kindly **upload** all the company documents stated. • **Form 9** • **Form 24** • **Form 44** • **Form 49** • **Form 13 (if any)** • **Form 32A (if any)** • **M&A**

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APPLICATION DEEP DIVE

General Functions

1. Account Registration
2. **Product Upload**
3. Product Approval Status
4. Product Edit & Manage Inventory
5. Manage Shipping Fee
6. Accept, Manage Orders & Bulk Price
7. User Roles

View SWECs Allowed to Quote
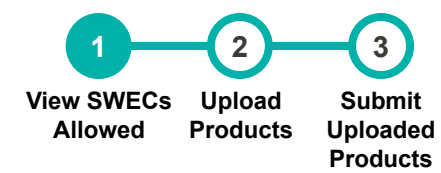
This section will display a list of SWECs allowed for supplier's company to quote for PETRONAS Catalogue. *Do find the full list of SWECs available for PETRONAS Catalogue Here (Link).*

Lapasar Team

- Dashboard
- Profile Settings
- Manage Location
- Manage Shipping Fee **New**
- Manage Reports
- Manage Users

FEATURES

- **Upload Products**
- Product Approval Status
- Manage Products
- Manage Orders **0**
- Announcement Updates
- Manage Bulk Price

Upload Products for Approval

SWEC Code
Please Choose Swec code

Material Number
All

Search | Reset

1 Click on **'Upload Products'** on the Left Navigation Bar.

2 Click on the **dropdown menu** under **Search SWEC code** to view the SWEC allowed to be quoted.

3 Click the **material number** to select the material code if you have.

If not have, you may directly click on **search** button.

💡 Please contact **Lapasar Live Chat Team** or **Lapasar WhatsApp** if there are any missing / extra SWECs available to be quoted on your list.
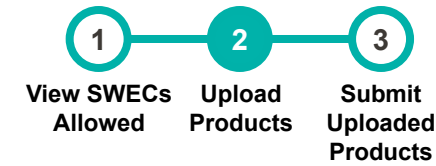
24

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.

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 and **search keyword** of characteristics Desc if not sure with correct material number to be used.
3	Click on **'Add'** to quote for products with <u>exactly the same</u> specification / functionality stated under **Characteristic Desc**. Notes: This button will only appear for the first time. If you already have uploaded under this material number, only Alternative button will remained. Click on **'Alternative'** to quote for products with the <u>same</u> specification / functionality stated under Characteristic Desc - **but may vary in other aspects such as brand and manufacturing origins**.

25

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.

Add Product Details [16261600P - 51489928]

Alternative Item?

No

*Alternative items are products that have the exact same function and specification as the products listed on PETRONAS catalogue but may vary in other aspects such as brand and manufacturing origins.

TAB scroll field to scroll down, TAB +shift scroll field to scroll up

☐ Enable Variants

Inventory	SKU	Price	Weight
	No Variant Found		

Product Name *

Additional Remarks / Description *

Inventory *

Unit Price (Product Unit Price + 3% Commission + Tax Charges*) *

RM

Minimum Order Quantity (MOQ) *

1

UOM

PC

Delivery Terms (Days) *

From | Day/s | To | Day/s

Upload Image

Add Image

Size Limit: 2MB | Allowed Format: .gif, .jpg, .png, .jpeg | Maximum: 6

Upload Catalogue

Choose File | No file chosen

Size Limit: 2MB | Allowed Format: .pdf

State

× Sabah

Select All State

District

☑ Select All District (From Selected States)

Cancel | 💾 Save

4	Click on **'Enable Variants'** if required. Input **'Product Name'**, **'Additional Remarks / Description'** and **'Inventory'** for the product accordingly.
5	Input **'Unit Price'** - must be **inclusive of Product Unit Price + 3% Commission + Tax Charges***
6	Input accordingly for item quoted: ● **Minimum Order Quantity** ● **Delivery Terms** (Days) ● **Upload the exact image(s)** ● **Upload catalogue** (if any) ● **State & district** for delivery based on products.
7	Kindly confirm the details inputted and click on **'Save'**.

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Submit Uploaded Products (A)
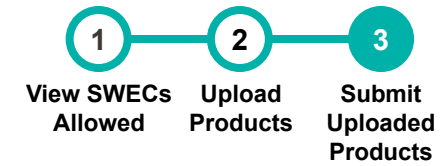
This section allows suppliers to view product details uploaded & submit for approval.
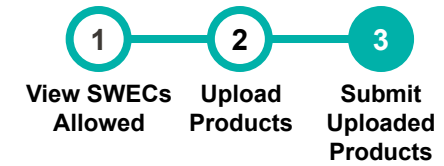**Supplier need to click 'product approval status' for view it.**

No.	Submitted Date/Time	Total Submitted Product	Response Date/Time	Status	Download Product List	Action	
1	NA	0	NA	Unsubmitted	Download	View	Submit
2	24 Oct 2023 10:25 AM	1	24 Oct 2023 10:25 AM	Approved	Download	View	
3	20 Oct 2023 03:08 PM	1	20 Oct 2023 03:09 PM	Approved	Download	View	
4	20 Oct 2023 03:00 PM	1	20 Oct 2023 03:01 PM	Approved	Download	View	
5	27 Sep 2023 04:20 PM	8	27 Sep 2023 04:21 PM	Approved	Download	View	

1. Click on **'View'** if you wish to edit the uploaded products before submitting products uploaded for approval.

2. Click on **'Submit'** to proceed with submitting products uploaded for approval.

27

Submit Uploaded Products (B)

This section allows suppliers to view product details uploaded, edit & submit for approval.

Update Product for Approval

Product Approval Status /

4 ✈ Submit Products Quoted

* Please click here to submit all products uploaded for approval

Material Number

All ▼

🔍 Search   Reset

No.	SWEC Codes	Material Number	Product Name	Product Description	MOQ	Unit Price	Delivery Terms	Alternative Item	Status	Action
1	20171510P	51397493	Yas - test 31/10	Test	1	RM 100.00	7 - 14 days	Yes	Uploaded	Delete 📝 Edit 👁 View All

Sidebar:
- Lapasar Team
- 🕑 Dashboard
- 👤 Profile Settings
- 🧭 Manage Location
- 🧭 Manage Shipping Fee `New`
- 📊 Manage Reports
- 👥 Manage Users

FEATURES
- 📤 Upload Products
- 🗎 Product Approval Status
- 🛍 Manage Products
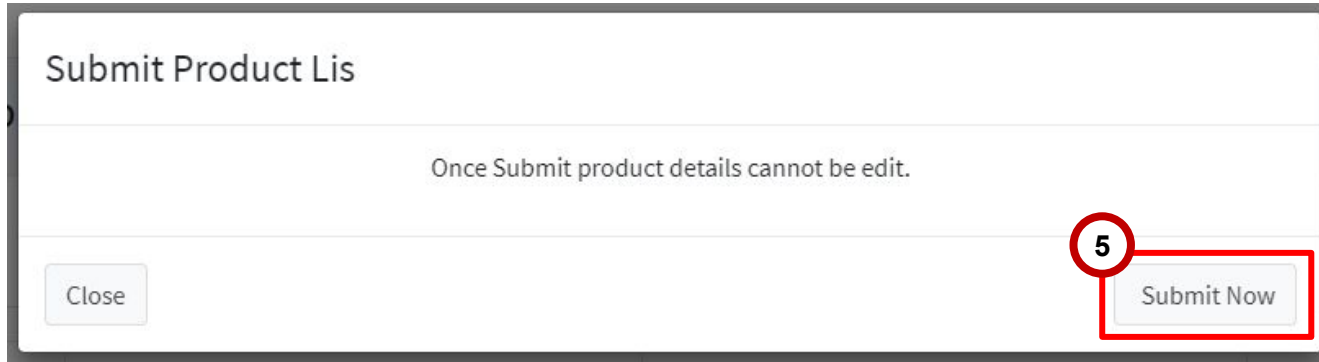- 🗐 Manage Orders `0`
- 📣 Announcement Updates

---

3 Supplier may view the numbers of products quoted under **'Update Product for Approval'**

Supplier may **Delete** or **Edit** the product quoted.

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.
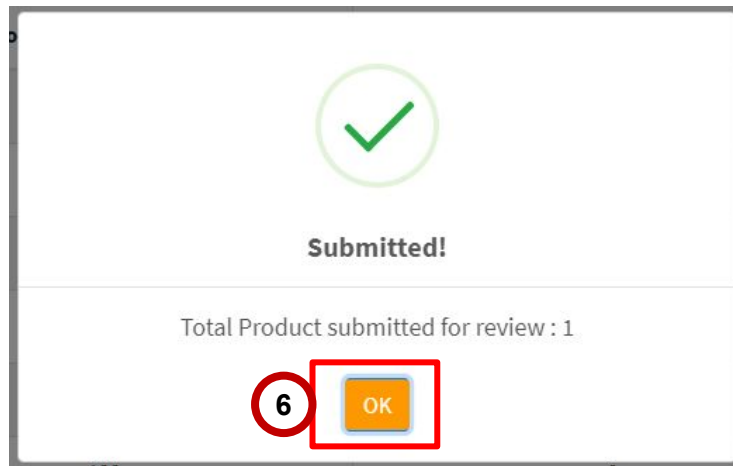
28

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.

Submit Product Lis

Once Submit product details cannot be edit.

Close   Submit Now

5

✓

Submitted!

Total Product submitted for review : 1

6 OK

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

1 Account Registration
2 Product Upload
3 Product Approval Status
4 Product Edit & Manage Inventory
5 Manage Shipping Fee
6 Accept, Manage Orders & Bulk Price
7 User Roles

Product Approval Status

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

	Lapasar Team
	Dashboard
	Profile Settings
	Manage Location
	Manage Shipping Fee New
	Manage Reports >
	Manage Users >
	FEATURES
(1)	Upload Products
	Product Approval Status
	Manage Products

(2) **(3)**

No.	Submitted Date/Time	Total Submitted Product	Response Date/Time	Status	Download Product List	Action
1	NA	0	NA	**Unsubmitted**	Download	View Submit
2	31 Oct 2023 06:28 AM	1	31 Oct 2023 06:29 AM	**Approved**	Download	View
3	24 Oct 2023 10:25 AM	1	24 Oct 2023 10:25 AM	**Approved**	Download	View
4	20 Oct 2023 03:08 PM	1	20 Oct 2023 03:09 PM	**Approved**	Download	View
5	20 Oct 2023 03:00 PM	1	20 Oct 2023 03:01 PM	**Approved**	Download	View
6	27 Sep 2023 04:20 PM	8	27 Sep 2023 04:21 PM	**Approved**	Download	View

1	Click on **'Product Approval Status'** on the Left Navigation Bar
2	Suppliers may monitor the approval status under **'Status'**
3	Click on **'View'** to view all the products uploaded or submit the product for approval.

APPLICATION DEEP DIVE

General Functions

① Account Registration ② Product Upload ③ Product Approval Status ④ **Product Edit & Manage Inventory** ⑤ Manage Shipping Fee ⑥ Accept, Manage Orders & Bulk Price ⑦ User Roles

Manage & Edit Product Details (A)

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

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.

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Manage & Edit Product Details (B)

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

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

✏️	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 Catalogue).
✅	Click on this icon to **Enable Products** that has been disabled earlier on.

2

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

5 Update Inventory ⬆

No.	Product Name	SKU	**3** Unit Price	Inventory	**4** Update Inventory	Last Updated
1	Cooling Product 11	PETRO16244	RM 56.00 ✏	100	100	22-01-2021

1	On the same page (from previous slide), click on t**his 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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APPLICATION DEEP DIVE

General Functions

① Account Registration ② Product Upload ③ Product Approval Status ④ Product Edit & Manage Inventory ⑤ **Manage Shipping Fee** ⑥ Accept, Manage Orders & Bulk Price ⑦ User Roles

Manage Shipping Fee
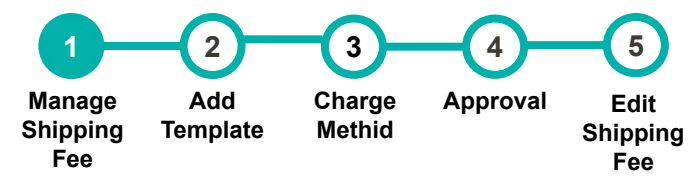
This section allows suppliers to set and edit the general delivery term that covers all products uploaded for PETRONAS Catalogue - serves as a reference for PETRONAS Buyers.
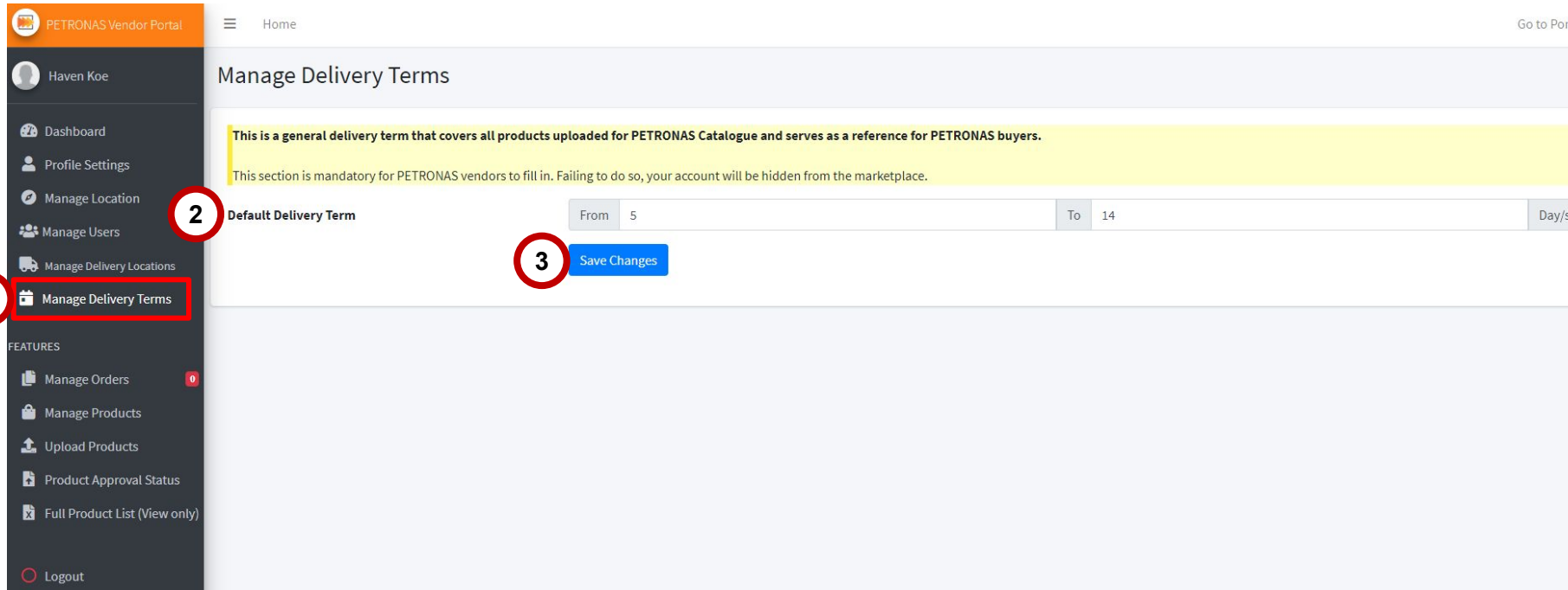
1 Click on **'Manage Delivery Term'** on the Left Navigation Bar

2 Input your **Delivery Term (Days)**.

Please note that this general delivery term settings should cover all products uploaded for PETRONAS Catalogue.

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 items being hidden from PETRONAS Catalogue.

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Manage Shipping Fee

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.

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.

State * ②
× Sabah
☐ Select All State

District *
All District
☑ Select All District (From Selected States)

save changes

1. Click on **'Manage Delivery Location"** on the Left Navigation Bar

2. **Select** for the states that are within the supplier's available delivery location.

   Note: only tick on the '**all state**' checkboxes if are applicable to supplier's delivery locations (states).

   This should apply to all products uploaded for PETRONAS Catalogue.

   Supplier may choose delivery location during every time uploading product too.

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

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Manage Shipping Fee
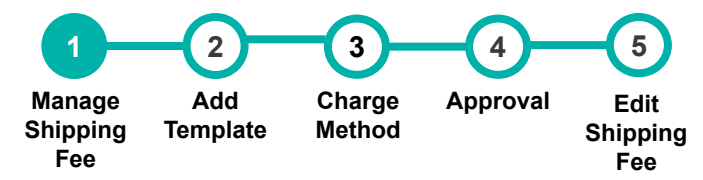
This section allows suppliers to set shipping charges covers all products uploaded for PETRONAS Catalogue based on their product location.

1 | Suppliers may **click on the icons under 'Manage Shipping Fee'** on the Left Navigation Bar
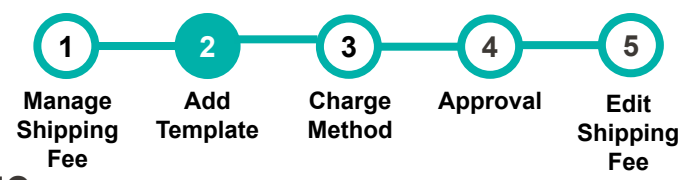
Supplier will be directed to the **Manage Shipping Fee**

💡 This is mandatory for PETRONAS Vendors to input. Failing to do so will result in your items being hidden from PETRONAS Catalogue.

40

Add Template for Shipping Charge

This section allows suppliers to add template and choose the charge method between weight and flat rate.

2 Click on **'Add Template'** to view the charge method.

3 Click on the **dropdown menu** under **Charge Method** to choose weight charge or flat rate method.
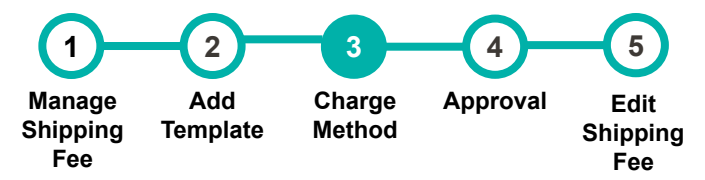
Shipping Charge Method

This section will allow supplier to update their shipping charge details.

Add Shipping Settings

← Back

Charge Method * ④
Weight

State * ⑤

☐ Select All State

Template Name * ⑥

Weight

Free Shipping * ⑦

Yes
No

Save ⑧

4	The supplier to choose the **weight or flat rate charge method**
5	**Select** for the states that are within the supplier's available delivery location. Note: only tick on the '**all state**' checkboxes if are applicable to supplier's delivery locations (states).
6	Input the '**Template Name**'
7	Click on the **dropdown menu** under **Free Shipping** to choose Yes/No.
8	Click on **'Save'** once completed.
9	Please apply the same information if you choose Flat Rate option

40

Charge Method - Weight/ Flat Rate
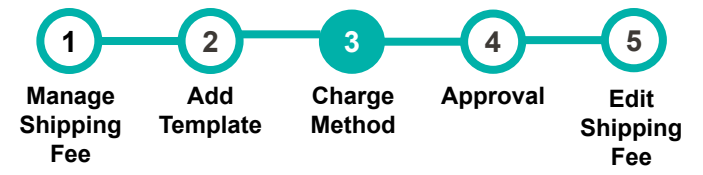
9 **Weight**

Free Shipping *
No

Charges Applicable For Order Value Up To
RM

Last Range Mode *
Subsequent Weight

Subsequent Weight *
KG

Subsequent Charge *
RM

Weight Range *
0.0 KG TO
KG TO

Shipping Charge *
KG RM
Subsequent Weight KG RM

Save

10 **Flat Rate**

Free Shipping *
No

Charges Applicable For Order Value Up To
RM

Shipping Charge *
RM

Save

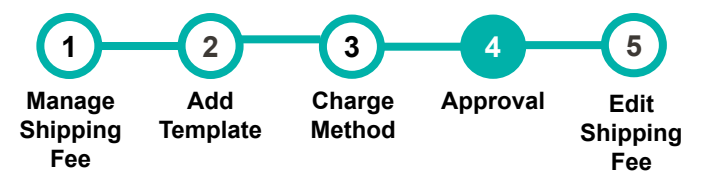| 9	Under the **Weight feature**, the supplier may put their charges applicable for **Order Value Up To**. In **Last Range Mode**, there are two range mode: Infinity and Subsequent Weight, the supplier can input the details. Under **Subsequent Weight**, the supplier may put the weight range in (KG), charge and shipping charge accordingly. Same applies to **Infinity**, the supplier may put the weight range in (KG), charge and shipping charge accordingly.
10	For **Flat rate** feature, the supplier may put the specific rate based on the location and applicable for order value of to which rate.

40

Shipping Template Approval

This section will required approval from Lapasar admin.

	11	The shipping template that added will be in **'Pending Approval'** status.
	12	Once Lapasar admin approve it, the status will change to **'Active'**.

Edit Shipping Details

This section allows suppliers to edit shipping details & upload the template accordingly.

No.	Template Name	Assigned State	Free Above	Status	Last Update	Action	
1	Melaka	Melaka	Free Shipping	Active	26/10/2023 5:50AM	View	Delete
2	kelantan	Kelantan	Free Shipping	Active	10/10/2023 6:31PM	View	Delete

13 **14**

13	Click the **Icon under 'View'** to **edit shipping details** in the template as sample are provided. Once save the edited template, it may create a new template again and required approval again. Upon **approval to the new 'edited template'** the **old template** status will **automatically change to 'inactive'**.
14	Supplier can choose to **delete** if the data is not valid.

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APPLICATION DEEP DIVE

General Functions

① Account Registration	② Product Upload	③ Product Approval Status	④ Product Edit & Manage Inventory	⑤ Manage Delivery Location	⑥ Accept, Manage Orders & Bulk Price	⑦ User Roles

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.

Managing Bulk Price Request

This section allows suppliers to manage bulk price request from the PETRONAS buyers.

Manage Bulk Price

Manage Bulk Price

List of Bulk Price

Refine Search 🔍

No.	Date & Time	Product	Requestor	Location	Quantity	Request Price	Approved Price	Status	Action
1	13/07/2023 07:46 AM	*SIVA TEST C - 16 MAY 2023	PETROLIAM NASIONAL BERHAD (PETRONAS)	Kuala Lumpur,Kuala Lumpur	0			Pending	↩
2	19/06/2023 04:44 PM	*YAS - TESTING 19 June 2023 - 2	PETROLIAM NASIONAL BERHAD (PETRONAS)	Melaka,Melaka	1	RM 5,000.00		Rejected	↩
3	16/06/2023 09:26 AM	*YAS - TESTING 14 JUNE 2023 - 3	PETROLIAM NASIONAL BERHAD (PETRONAS)	Melaka,Melaka	5	RM 8,000.00	RM 9,000.00	Approved	↩
4	25/05/2023 03:00 PM	*SIVA TEST B - 16 MAY 2023	PETROLIAM NASIONAL BERHAD (PETRONAS)	Melaka,Ayer Keroh	0			Pending	↩
5	19/05/2023 07:05 AM	SIVA test 22/3 -X	PETROLIAM NASIONAL BERHAD (PETRONAS)	Sarawak,Asajaya	1	RM 3.00	RM 2.00	Approved	↩

1 Click on 'Manage Bulk Price' to access this feature.

2 Under **"Action"**, click on the button to view the details of product bulk price requested by the buyer.

Vendor can either approve/reject/re-negotiate the bulk request to the buyer.

Please contact **Lapasar Live Chat Team** or Lapasar WhatsApp for any enquiries regarding bulk request from PETRONAS.

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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 **Accept, Manage Orders & Bulk Price** ⑦ **User Roles**

User Roles (A)

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

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.

	Lapasar Team
🕐	Dashboard
👤	Profile Settings
🧭	Manage Location
🧭	Manage Shipping Fee **New**
📊	Manage Reports
👥	Manage Users
⭘	User Roles (6)
⭘	List of Users

FEATURES

⬆	Upload Products

User Role — Manage Users / User Role

List of Users Role

Add User Role ⊕   Refine Search 🔍

No.	Role	Status	Action (7)
1	HR	Enabled	✏ 💼
2	Finance	Enabled	✏ 💼
3	Admin product	Enabled	✏ 💼

Showing 1 to 3 of 3 entries

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.

(8) ✏	Click on this icon to **Edit Roles** created.
💼	Click on this icon to **Edit Page Access** for the roles created.

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 t**his 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. |

Lapasar Team

- Dashboard
- Profile Settings
- Manage Location
- Manage Shipping Fee `New`
- Manage Reports
- **Manage Users**
  - ○ User Roles
  - ○ List of Users

FEATURES
- Upload Products
- Product Approval Status
- Manage Products

Page Access

Manage Users / Users Role / Page Access

Note: This Page will Autosave when Check/Uncheck Box

Check All ☑   Uncheck All ☐

No.	Page	Access Permission	Action ⑩
1	Reports	☑ View Reports	Check All ☑ Uncheck All ☐
2	Audit Logs	☐ View Audit Logs	Check All ☑ Uncheck All ☐
3	Shipping Settings	☐ Shipping Settings List ☐ Add Shipping Settings ☐ Edit Shipping Settings	Check All ☑ Uncheck All ☐
4	Company Profile	☐ View Company Profile ☐ Edit Company Profile	Check All ☑ Uncheck All ☐
5	Manage Orders	☐ View Order Type ☐ View Order ☐ View PO ☐ View DO ☐ View Invoice ☐ List of order	Check All ☑ Uncheck All ☐
6	Manage Products	☐ View Product ☐ Edit Product ☐ Manage Inventory ☐ ADD Products	Check All ☑ Uncheck All ☐

List of Roles

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

List Of User   Manage User / List of User

List of User   ③ Add New User ⊕   Refine Search 🔍

No.	User Name	Role	Email	Mobile	Status	Action
1	Lapasar Team	Admin	lapasarteam3@lapasar.com	013-3151329	Inactive	✎
2	Lapasar Team				Inactive	✎
3	Lapasar Team				Active	✎
4	Lapasar Team				Active	✎

④ Add New User

User Name * _____   Email * _____

Role * _____   Office/Mobile No.* _____

Gender * _____

Close   ⑤ Save

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.

Reference

This section allows suppliers to refer to the important documents or information and other relevant information.

REFERENCE

Delivery Instructions & Requirement

Lapasar Petronas Vendor User Guide

SWEC Code allowed

Full Product List

Personal Protective Equipment(PPE)

Cancellation (Terms & Conditions)

01	Delivery Instructions & Requirement	● Supplier may get the delivery instructions based on their delivery location here.
02	Lapasar Petronas Vendor User Guide	● User guide to the vendors on the vendor portal
03	SWEC Code Allowed	● 308 SWEC code list that allowed to be publish.
04	Full Product List	● Full product list with the material numbers.
05	Personal Protective Equipment	● Requirement details on PPE item in marketplace punchout.
06	Cancellation	● Terms and conditions for any cancellation request by supplier.

THANK YOU