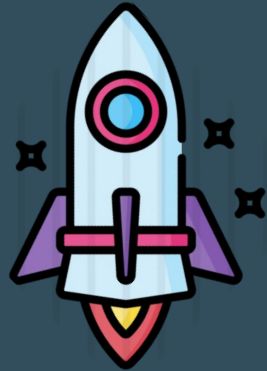




## Buyer User Guide

[www.janapreneur.com.my](http://www.janapreneur.com.my)

Last Updated: 13<sup>th</sup> December 2021



## Registering As A Buyer

Getting started on <https://www.janapreneur.com.my/>



Visit <https://www.janapreneur.com.my/> website and select "Sign Up As Buyer"



Be A Seller

Sign In

Sign Up As Buyer

Product Category

Services Category

Promotions

MINISTRY OF HUMAN RESOURCES

HRD CORP  
HUMAN RESOURCE DEVELOPMENT CORPORATION

Jp jana'preneur

# Buying And Selling Made Easy

Select "Sign Up As Buyer"



## Fill up the Buyer registration form details

### Sign Up as a buyer

Already have an account? [Sign In](#)  
Seller? [Register here](#)

Your Full Name \*

Email Address \*

IC Number \*

Create Password \*

Repeat Your Password \*

Your Mobile No \*

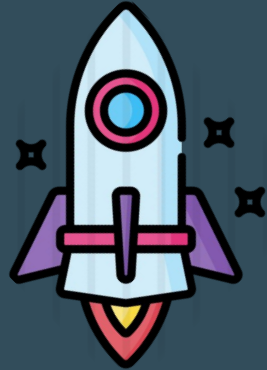
Facebook Shop URL

Instagram Shop URL

By clicking Sign Up, I agree to JanaPronour's [Terms & Condition](#) and [Privacy Policy](#)

Sign Up

- Fill up the registration form with your details.  
Then, click on the orange “**Sign Up**” button.
- That’s all! You can now sign into your Buyer Account via the <https://www.janapreneur.com.my/> website.



# Logging Into Your User Account

Getting started on <https://www.janapreneur.com.my/>



Visit <https://www.janapreneur.com.my/> website and select "Sign In"



Be A Seller

Sign In

Sign Up As Buyer

- Product Category
- Services Category
- Promotions

The banner features logos for the Ministry of Human Resources, HRD Corp, and Jp jana'preneur. The central text reads "Buying And Selling Made Easy". The background is a collage of kitchen items (milk, sugar, cookies) and makeup brushes.

Select "Sign In"





Visit <https://www.janapreneur.com.my/> website and select “Sign In”

dropee

dropee Search in Store Login Sign Up

Log in with your account

Insert email here

Insert password here

SIGN IN

[Forgot your password?](#)

- i. Login with your registered email and password
- ii. Then select the orange “Sign In” button



# If you have forgotten your password, kindly follow these steps:

Log in with your account

Email Address

Password 

**SIGN IN**

Forgot your password?

1. Click on “Forgot Your Password?”

2. Fill in your registered email address & select “Send Password Reset Link”

3. Click on the password reset link in your email & update to a new password within 1 hour

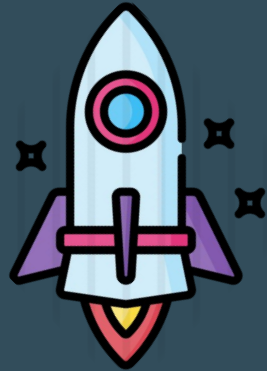
4. Use the new password to login

Reset Password

E-Mail Address

 Send Password Reset Link





# Platform System Overview

Understanding the system layout, menus and notifications



# System overview: Search bar & navigation bar

**Main Navigation Bar**  
You can use this to view featured products by:

- Product Category, or
- Services Category

**Search Bar**  
You can use the latest smart search feature to find products on this platform.  
e.g. You can search for “doughnut” and search results with the relevant product images and recommendations will appear.

**Search Results**  
Keywords: **doughnut** ✕

**Nottyella Doughnut**  
From MYR 28.00/Unit  
RRP MYR 28.00/Unit



# System overview: Platform notifications

Upon login, you can click on the **Notification (Bell)** icon on the Navigation Bar to view updates on your orders.

The screenshot shows a navigation bar with a bell icon (0 notifications), a shopping cart icon (0 items), and a user profile icon. A callout box labeled "View All Notification" points to the bell icon. Below the navigation bar is a list of notifications:

- New Online Order #612 To Process
- New Online Order #613 To Process
- New Online Order #608 To Process
- New Online Order #619 To Process

The detailed notification view shows a table with the following data:

| <input type="checkbox"/> | Detail   | Action               |
|--------------------------|--|----------------------|
| <input type="checkbox"/> | New Online Order #612 from 一鸣、 To Process                | <a href="#">VIEW</a> |
| <input type="checkbox"/> | New Online Order #613 from Dean To Process               | <a href="#">VIEW</a> |
| <input type="checkbox"/> | New Online Order #608 from 一鸣、 To Process                | <a href="#">VIEW</a> |
| <input type="checkbox"/> | New Online Order #619 from Sahliza binti jani To Process | <a href="#">VIEW</a> |



## System overview: Shopping cart

You can click on the **Cart icon** to view products added to your cart and proceed with checkout. The number indicates the total items in the cart.



Home > Shopping Cart

## Shopping Cart

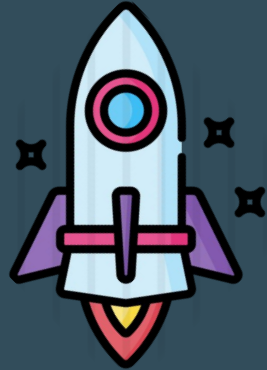
If you have no products in your cart, you will get a popup to start shopping. Click **“Start Now”** to begin adding products.

### Create new order

Customize the items shipping address and delivery for each order

- 1 Browse products
- 2 Shipping address
- 3 Add to shopping cart

START NOW

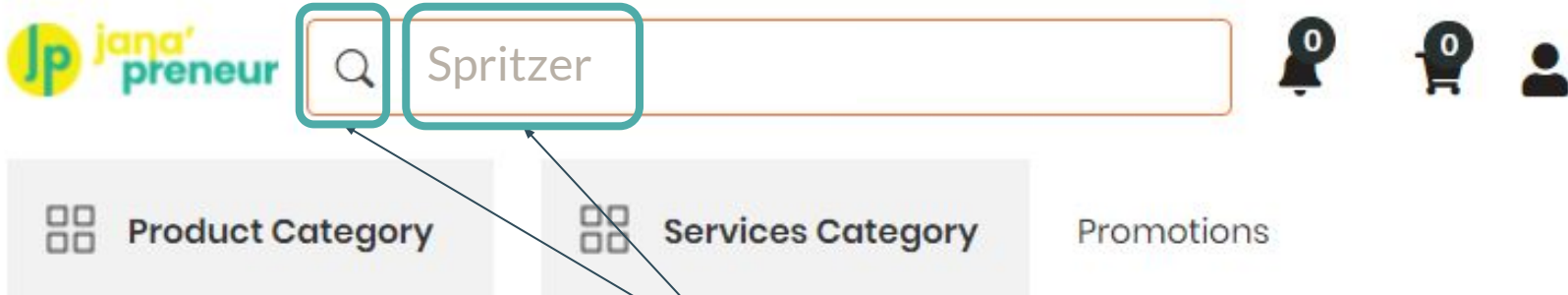


# Placing Purchase Orders

How to add items into shopping cart, make payment, and submit POs



## Step 1: Search for any product name to view all relevant products



- Type the desired product name (e.g. “Spritzer”) in the top white search bar and click on the “magnifying glass icon”
- All of the relevant **active** listed SKUs will be displayed on the screen



# Step 2: Click on the relevant product to be purchased

## Search Results

Search...




SORT BY

Best Seller




Keywords: **spritzer** ✕


- Click on the product/SKU that you want to purchase




**ACILIS**  
Natural Mineral Water  
400ml x 24  
(1 Carton)  
Shrink Bound Bottles

**FREE**  Free Shipping Available

BIFI ACILIS BY SPRITZER NATURAL MINERAL WATER (400ML X 24) PER CARTON, FOC 1 CARTON SPRITZER RO WATER TETRAPAK  
**From MYR 34.30/Carton**  
RRP MYR 60.00/Carton



**SPRITZER**  
Sparkling Mineral Water  
325ml x 24  
(1 Carton)  
24 Bottles

**FREE**  Free Shipping Available


SPRITZER SPARKLING NATURAL MINERAL WATER (325ML X 24) PER CARTON  
**From MYR 36.24/Carton**  
RRP MYR 43.20/Carton




**SPRITZER**  
Natural Mineral Water  
1500ml x 12  
(1 Carton)  
12 Bottles

**FREE**  Free Shipping Available


SPRITZER NATURAL MINERAL WATER (1.5L X 12) PER CARTON  
**From MYR 24.80/Carton**  
RRP MYR 27.60/Carton




**SPRITZER**  
Natural Mineral Water  
600ml x 24  
(1 Carton)  
24 Bottles

**FREE**  Free Shipping Available


SPRITZER NATURAL MINERAL WATER (600ML X 24) PER CARTON  
**From MYR 24.80/Carton**  
RRP MYR 27.60/Carton




**SPRITZER**  
Natural Mineral Water  
9.5L x 2  
(1 Carton)  
2 Bottles

**FREE**  Free Shipping Available


SPRITZER NATURAL MINERAL WATER (9.5L X 2) PER CARTON  
**From MYR 17.30/Carton**  
RRP MYR 19.93/Carton




**SPRITZER**  
Natural Mineral Water  
250ml x 24  
(1 Shrink Wrap Bundle)  
24 Bottles

**FREE**  Free Shipping Available


SPRITZER NATURAL MINERAL WATER (250ML X 24) SHRINK WRAP  
**From MYR 11.50/Carton**  
RRP MYR 15.01/Carton




**So Tinge**  
Carbonated Flavour Drink  
325ml x 24  
(1 Carton)  
Lemon Flavour

**FREE**  Free Shipping Available

SPRITZER SO TINGE CARBONATED FLAVOUR DRINK - LEMON (325ML X 24) PER CARTON  
**From MYR 28.80/Carton**  
RRP MYR 34.50/Carton



**So Tinge**  
Carbonated Flavour Drink  
325ml x 24  
(1 Carton)  
Grape Flavour

**FREE**  Free Shipping Available

SPRITZER SO TINGE CARBONATED FLAVOUR DRINK - GRAPE (325ML X 24) PER CARTON  
**From MYR 28.80/Carton**  
RRP MYR 34.50/Carton



## Step 3: Key-in the product quantity to be purchased



### BIFI ACILIS BY SPRITZER NATURAL MINERAL WATER (400ML X 24) PER CARTON, FOC 1 CARTON SPRITZER RO WATER TETRAPAK

ACILIS NMW 400ML / CTN - SOLD PER CARTON. TETRAPAK

by CMSB\_ONLINE STORE SKU 337064098

Brand: Acilis

Wholesale Price Available

Buy 1 or more Carton

MYR 34.30 Carton

Quantity (Carton)

Minimum Order: 1 Carton

Price

**MYR 34.30**

42.83% OFF MYR 60.00

ADD TO CART

Sold By

CMSB\_ONLINE STORE

Official Store

Seller Rating

100%  
★★★★★

Time On Dropee

EXPERT

- Ensure that the **SKU name** reflects the desired product selection.
- Key-in the **desired purchase quantity** (Note: Must meet minimum order criteria set by Seller).
- Select **“Add To Cart”**.





## Step 4: Prepare for checkout



### Shopping Cart

Adding BIFI ACILIS BY SPRITZER NATURAL MINERAL WATER (400ML X 24) PER CARTON,  
FOC 1 CARTON SPRITZER RO WATER TETRAPAK To Shopping Cart

View shopping cart

Continue shopping

Select “**View shopping cart**” to complete order and make payment. You can also view your cart items by clicking on the ‘trolley’ icon at the top right of the navigation bar.




Select “**Continue shopping**” if you’d like to continue adding more products to your shopping cart.



# Step 5: Proceed to checkout

## Shopping Cart

| ALL                                 | Products  | Quantity   | Total Price   |
|-------------------------------------|---|--|---|
| <input checked="" type="checkbox"/> | <b>MACRO TECH VENTURES SDN BHD</b> <a href="#">Go to store</a>  | Fulfillment by: Shipping   | <b>Total (Excl. Shipping) : MYR 81.55</b>             |
| <input checked="" type="checkbox"/> |  Sample product<br>Remarks (optional):<br><input type="text"/> | <input type="button" value="-"/> <input type="text" value="5"/> <input type="button" value="+"/><br>Unit | MYR 81.55 <input checked="" type="button" value="x"/> |

### ORDER SUMMARY

Deliver To

B1-03-01, Sunway Geo Avenue, Jalan Lagoon Selatan, Bandar Sunway, 47500, Subang Jaya, Selangor [Change](#)

---

|                             |           |
|-----------------------------|-----------|
| MACRO TECH VENTURES SDN BHD | MYR 81.55 |
| Shipping                    | MYR 0.00  |

---

|                    |                  |
|--------------------|------------------|
| <b>SST</b>         | 0.00             |
| <b>Order Total</b> | <b>MYR 81.55</b> |

---

[Proceed to Checkout \(1 items\)](#)

### Things to do before Checkout:

1. Ensure that the checkbox to the left of the product is **"ticked"**
2. Confirm on the product quantity. If it is incorrect, you may key-in the desired quantity or select **"-" / "+"**
3. To remove a product from your Shopping Cart, you can select the **"x"** icon
4. Confirm the delivery address. **If it is incorrect, you can select "Change" to make changes.**
5. Select **"Proceed to Checkout"** once all information is verified as accurate.




# Step 6: Proceed to "Pay Now"

## Checkout

ProductsQuantityTotal Price

**MACRO TECH VENTURES SDN BHD** Total (Excl. Shipping) : MYR 81.55


|   |                |           |           |
|---|----------------|-----------|-----------|
|  | Sample product | 5<br>Unit | MYR 81.55 |
|---|----------------|-----------|-----------|

Seller Promo Code:  [Apply](#)

[Back to cart](#)

**PAY NOW**

Deliver To

 B1-03-01, Sunway Geo Avenue, Jalan Lagoon Selatan, Bandar Sunway, 47500, Subang Jaya, Selangor

---

**ORDER SUMMARY**

|                                    |           |
|------------------------------------|-----------|
| <b>MACRO TECH VENTURES SDN BHD</b> | MYR 81.55 |
| Shipping                           | MYR 0.00  |

---

|                     |                  |
|---------------------|------------------|
| <b>SST</b>          | 0.00             |
| <b>Seller Promo</b> | - 0.00           |
| <b>Order Total</b>  | <b>MYR 81.55</b> |

---

Droppee Promo Code:

[Apply](#)

---

|               |        |
|---------------|--------|
| Droppee Promo | - 0.00 |
|---------------|--------|

---

|                     |                  |
|---------------------|------------------|
| <b>Total to pay</b> | <b>MYR 81.55</b> |
|---------------------|------------------|

---

**PAY NOW**

6. You can insert any promo codes provided by the Seller and click on "Apply" to receive the promo code incentives (if any).
7. To adjust items in the cart, click on "Back to cart" to make further changes before committing to placing an order.
8. Once the order is finalised, click on "Pay Now"



## Step 7: Select payment method & submit your order

### Select Payment Method

billplz

Online Banking (FPX)

stripe

Visa/Mastercard

Secure Checkout

9. You can currently checkout via **Online Banking** or **Visa/Mastercard** option.
10. Once the payment method has been selected, click on **"Secure Checkout"** button to submit your order.
11. That's all! Your order is now placed and will be processed for delivery to your selected address!




# Buyer's role: Upon successful order fulfilment

What Buyers need to do after their orders have been successfully delivered and received:

1. After receiving the ordered items/services, Buyers are required to click on “**Mark Received**” under their ‘**Orders**’ dashboard.
2. Under the order details, Buyers need to click on “**I HAVE RECEIVED**” to complete the order fulfilment status.
3. Buyers can also click on “**Submit Review**” to give feedback or share their purchase experience with each Seller.

| Order No | Order Type | Date Purchased | Invoice No        | Order Total | Payment Status | Purchase Order No        | Supplier      | Order Status | Avg Delivery Lead Time (Days Per Order) | Action                        |
|----------|------------|----------------|-------------------|-------------|----------------|--------------------------|---------------|--------------|---|-------------------------------|
| #4503    | Online     | Mar 26, 2020   | INV-MTV-10-77-175 | MYR 264.00  | Paid           |                          |               |              |   | <a href="#">Mark Received</a> |
|          |            |                |                   |             |                | PO-MTV-10-77-1004-018-11 | Supplier Demo | Confirmed    |   |                               |

| Order 1   | Item   | Quantity | Subtotal (inc. SST) | Action  |
|---|--|----------|---------------------|---|
| <p>self pickup at</p> <p>Supplier Demo</p> <p>A-05-25, Block A,<br/>Sunway Geo Avenue,<br/>Bandar Sunway<br/>Selangor<br/>47500</p> |  <p>Coca Cola</p> | 10 box   | MYR 264             | <a href="#">I HAVE RECEIVED</a><br><a href="#">SUBMIT YOUR REVIEW</a> |



# Request For Quotation

What to do if you need help finding the products/services that you need to buy



Can't find the product you're looking for?

Make a request and we'll try our best to deliver!

[Request for Quotation](#)

1. If you are searching for a specific product / service, but you are unable to find it on the platform, you can submit a Request For Quotation by scrolling to the bottom of the page.



# Request For Quotation (RFQ)

## Request for quotation

Looking for your favourite products? Get quotes from our trusted suppliers and pick your best offer!

Product Name

Quantity

+ Add Product

Additional Information

Estimated Preferred Delivery Date

SUBMIT REQUEST

2. Fill up the form. Include the product name, quantity, any additional information you'd like to include as part of this RFQ, and tell us when you'd like to receive these goods and/or services that you're looking for.
3. Our team will do our best to help you source for these products and services!





# Seller catalogue: Individual product/service view

Buyers will be able to view a Seller's products, per the example below:

Home > Snacks > M&M's



## M&M's Crispy Chocolate Candies 34g

by Vy's SKU 673108204  
Brand: M&M's

Last update: Aug 08, 2019

[Share 0](#)

### Wholesale Price Available

Buy 5 or more Outer

MYR 43.00 Outer

### Guide

1 Carton: 16 outers

1 Outer: 12 units



Quantity (Outer)

1

Minimum Order: 1 Outer

Price

MYR 44.48

15.57% OFF MYR 52.68

LOGIN TO BUY

Sold By

Vy's

Seller Rating

100%



Time On Dropee

NEWBIE

Product Analysis



Product view(s) within the last 30 days

4 times

About this product

Specifications

M&M's Crispy Chocolate Candies have been a favourite snack for chocolate lovers all over the world, it is a delicious crispy chocolate that melts in your mouth! Their colourful crispy layer conquered the hearts of many people and can potentially transform a dull day to a delightful one. Being low-caloried, they make a decent snack for weight watchers. Besides, M&M candies are multi-purpose, ideal as a dessert add-on (M&M cake). So, regardless, if you eat them simple or with another dish, they are delectable any way!

Due to their uniqueness, the M&M heros (red, yellow, blue, green, orange and brown) are recognized worldwide and adored by both children and adults, so the Crispy Chocolate Candies will unleash the child in you! Besides, they are suitable to munch on anytime: in the office when you're trying to kill your Monday blues, at a fancy party or at the cinema!



# Delivery & Fulfilment Options

How deliveries are made to you on the platform



# Types of Order Fulfilment: #1 – Self Pickup

## Order Details Supplier Demo

Please scroll down to update the order status.

Order No **#4470**  
Order Date Aug 22, 2019  
Purchase Order No #PO-MTV-10-77-1004-015-11  
Retailer Order No #4423  
Order Status **New (To be confirmed)**  
Order Total MYR 26.88

DOWNLOAD PURCHASE ORDER

Order By Retailer Demo  
Email retailerdemo@gmail.com  
Mobile No 0123456789

Payment Status Paid  
Paid At Aug 22, 2019

Order details will state  
“**Self pickup at**” Seller’s  
displayed warehouse address

| Order 1 | Item | Quantity | Subtotal (inc. SST) | Action |
|---------|------|----------|---------------------|--------|
|---------|------|----------|---------------------|--------|

self pickup at  
Supplier Demo  
A-05-25, Block A,  
Sunway Geo Avenue,  
Bandar Sunway  
Selangor  
47500



Coca Cola

1 box

MYR 26.88

CONFIRM ORDER

REJECT ORDER



# Types of Order Fulfilment: #1 – Self Pickup

## PURCHASE ORDER

NO. PO-MTV-10-77-1004-015-11

FOR RECEIPT NO. RCP-MTV-10-77-055

**From:**

Macro Tech Ventures

Order Number: #4423

Payment Due: 22 Aug 2019

**To:**

**Retailer Demo**

Phone Number: 0123456789

Email Address: retailerdemo@gmail.com

On behalf of:

**(Supplier) Supplier Demo**

Address:

A-05-25, Block A., Sunway Geo Avenue,  
47500, Bandar Sunway, Selangor

The PO also indicates that “Self Pickup” has been selected by the Buyer

**Self Pickup:**  
A-05-25, Block A, Sunway Geo Avenue., 47500, Bandar Sunway, Selangor,      Delivery Terms: **30 days**      Delivery Date: **2-3 working days**

| NO | ITEM      | SELLER SKU | QUANTITY | ITEM PRICE | TOTAL     |
|----|-----------|------------|----------|------------|-----------|
| 1  | Coca Cola | 856799005  | 1 box    | MYR 26.88  | MYR 26.88 |



# Types of Order Fulfilment: #2 – Shipping By Seller

Order Details Supplier Demo

Please scroll down to update the order status.

Order No #4471  
Order Date Aug 22, 2019  
Purchase Order No #PC-MTV-10-77-1004-016-II  
Retailer Order No #4424  
Order Status New(To be confirmed)  
Order Total MYR 264.00


DOWNLOAD PURCHASE ORDER

Order By Retailer Demo  
Email retailerdemo@gmail.com  
Mobile No 0123456789

Payment Status Paid  
Paid At Aug 22, 2019

Order details will state  
“Shipping to” Buyer’s chosen  
delivery address.

Shipping Method will also show  
“Shipping By Supplier”

| Order 1 | Item   | Quantity  | Shipping Method | Delivered            | Subtotal (inc. SST) | Action |
|---------|--|---|-----------------|----------------------|---------------------|--------|
|         | <p>shipping to<br/>Aidiel Ismail<br/>No 107, Jalan Elektron U16/18<br/>Denai Alam<br/>Shah Alam<br/>Selangor<br/>40160</p> |  Coca Cola | 10 box          | Shipping by Supplier | MYR 264             |        |



# Types of Order Fulfilment: #2 – Shipping By Seller

## PURCHASE ORDER

NO. PO-MTV-10-77-1004-016-11

FOR RECEIPT NO. RCP-MTV-10-77-056

**From:**  
Macro Tech Ventures

Order Number: #4424  
Payment Due: 22 Aug 2019

**To:**  
**Retailer Demo**  
Phone Number: 0123456789  
Email Address: retailerdemo@gmail.com

On behalf of:  
**(Supplier) Supplier Demo**

**Address:**  
A-05-25, Block A., Sunway Geo Avenue,  
47500, Bandar Sunway, Selangor

Shipping info: Aidiel Ismail No 107, Jalan Elektron U16/18, Denai Alam, 40160, Shah Alam, Selangor

Delivery Terms: **30 days**

Delivery Date: **2-3 working days**

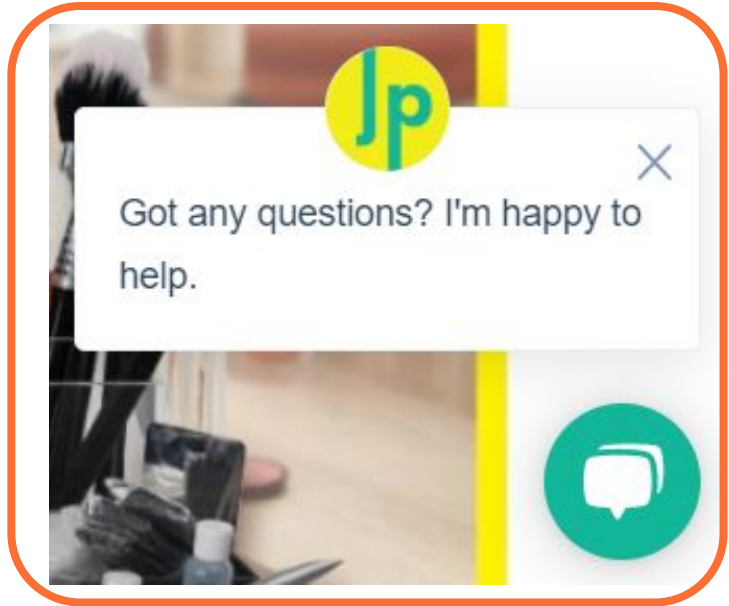
| NO | ITEM      | SELLER SKU | QUANTITY | ITEM PRICE | TOTAL      |
|----|-----------|------------|----------|------------|------------|
| 1  | Coca Cola | 856799005  | 10 boxes | MYR 26.40  | MYR 264.00 |

The PO also indicates the “Shipping Info” provided by the Buyer.

Also, **only for orders that are eligible for free shipping by Seller**, the “Total Shipping Cost” will show MYR 0.00

|  |          |
|--|----------|
| <b>Total Shipping Cost (Inclusive SST)</b> | MYR 0.00 |
|--|----------|

**Have a question or feedback for us?**  
Let us know, we're always ready to support you!



**Website live chat**

## Jana'preneur User Support Channels (9.30am-6.30pm, Monday to Friday)

1. Website Live Chat (bottom right corner of the website)
2. WhatsApp Chat Support: **+6016 299 9693**
3. Email Support: **janapreneur@dropee.com**