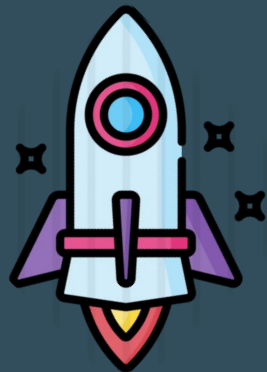




Seller User Guide

www.janapreneur.com.my

Last Updated: 12 Jan 2022



Registering As A Seller

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



Visit <https://www.janapreneur.com.my/> website and select “Be A Seller”

Be A Seller

Sign In

Sign Up As Buyer

Product Category

Services Category

Promotions

Select “Be A Seller”

MINISTRY OF HUMAN RESOURCES

HRD CORP HUMAN RESOURCE DEVELOPMENT CORPORATION

Jp jana'preneur

Buying And Selling Made Easy



Fill up Seller registration form details

Create A Seller Account

Business Name *

Eg: Droppee Sdn Bhd

Business Registration Number *

Your Business Registration Number (SSM)

I don't have a business registration number

Name *

Your Name

Email *

Your Email

IC Number *

Please enter without (-)

Mobile No *

Your Mobile No

Password *

Repeat Password *

Industry

Automotive

Declaration

Please Select

Facebook Shop URL

www.facebook.com/ Shop name

Instagram URL

www.instagram.com/ Shop name


SIGN ME UP!

- Fill up the registration form with your details. Then, click on the orange “**SIGN ME UP!**” button.
- That’s all! You can now sign into your Seller Account via the <https://www.janapreneur.com.my/> website.
- All new Seller accounts will first be reviewed by the Jana'Preneur admin team, prior to being approved.
- Once it’s approved, you will get a Seller confirmation email and can start uploading products.



Seller Store Setup Wizard

Complete 4 steps of the Setup Wizard



Setup Wizard

Please enter information so we can serve you better. Thank you.

Okay

This section will pop up during first-time Seller login.

Click on **“Okay”** to proceed.

Setup Wizard

Please enter required information

1 Setup Supplier Page**2** Setup Shipping**3** Setup Payment**4** Activation

Store Front Page

Please enter your store description

SUBMIT

The Setup Wizard consists of **4 parts**:

1. Setup Supplier Page
2. Setup Shipping
3. Setup Payment
4. Activate & Test



Setup Supplier Page

Step 1/4 of the Setup Wizard

Setup Wizard

Please enter required information

- 1 Setup Supplier Page
- 2 Setup Shipping
- 3 Setup Payment
- 4 Activation

Store Front Page

SUBMIT

STEP 1: Setup Supplier Page

1. Insert Store name
2. Insert Store Description
3. Click on **“Submit”** to proceed



Setup Shipping

Step 2/4 of the Setup Wizard

Setup Wizard

Please enter required information

- 1 Setup Supplier Page
- 2 Setup Shipping
- 3 Setup Payment
- 4 Activation

Shipping Settings

Your Address

SUBMIT

STEP 2: Setup Shipping Settings:

1. Insert Address
2. This Address will be used as your Seller default shipping address and customer pickup point under "Self-pickup" delivery option (Note: This can be changed later from profile settings)
3. Click on "Submit" to proceed



Setup Payment

Step 3/4 of the Setup Wizard

Setup Wizard

Please enter required information

- 1 Setup Supplier Page
- 2 Setup Shipping
- 3 Setup Payment
- 4 Activation

Setup Payment

Enter this information for payment disbursement & contact information.

Company Name

Name

Bank Info

Email

Account Number

Phone

SUBMIT

STEP 3: Setup Payment

1. Insert your company details, contact details & bank account details (Note: Sales from your Seller Store will be paid into this account)
2. Click on **“Submit”** to proceed



STEP 4: Activate your Seller Store!

Setup Wizard
Please enter required information

1 Setup Supplier Page 2 Setup Shipping 3 Setup Payment 4 Activation

Setup Status

Status	Action	Remarks
✓	Setup Supplier Page	Success
✓	Setup Shipping	Success
✓	Setup Payment	Success
✗	Activation	Not complete

Activate: Click on "Submit Information" once the 'green tick' icons are loaded to launch your store





Storefront Logo & Banners

Increase visibility of your Seller store by featuring top brands and products

1. As a Seller, you can strengthen your company's branding and make your Store more attractive by adding your **banner** and **logo**. Think of it as a digital Signage for your Store.

Sizing requirement – Banner:

Format: **PNG / JPG** only

Desktop: **1400 x 400 pixels**

Mobile: **800 x 533 pixels**

Sizing requirement – Logo:

Format: **PNG / JPG** only

Size: **150 x 150 pixels**

2. Once you have your Seller store **banner** and **logo** ready, you may submit it to the Jana'Preneur Support Team via email to janapreneur@dropee.com
3. Jana'Preneur Support Team will assist you to configure your logo and banner within your Seller store.
4. Once done, you will be notified by the Jana'Preneur Support team.



Example: Storefront with Logo & Banner

Increase visibility of the Seller's store by featuring top brands and products



AFY HANIFF GROUP (M) SDN BHD STORE

As a Sole Distributor of AFY Haniff brands in Malaysia, we carry a range of natural based insect repellent, kitchen care & floor care from many familiar brands such as SWIPEL, D'MENC, 40 Days and PLASH! As the Master Distributor for nationwide in this store, we guarantee that all our products are 100% authentic.

Melaka



GROUP BY

Products by AFY HANIFF GROUP (M) SDN BHD

Search...

SORT BY

Best Seller

Categories

Search category

- Air Fresheners
- Body Wash
- Dishwashing Supplies
- Floor & Furniture



Desktop Banner

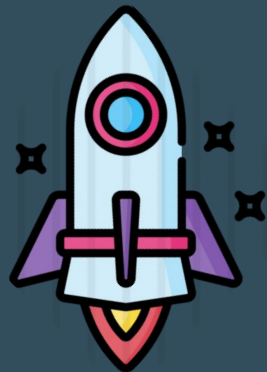


AFY HANIFF GROUP (M) SDN BHD STORE

As a Sole Distributor of AFY Haniff brands in Malaysia, we carry a range of natural based insect repellent, kitchen care & floor care from many familiar brands such as SWIPEL, D'MENC, 40 Days and PLASH! As the Master Distributor for nationwide in this store, we guarantee that all our products are 100% authentic.

Melaka

Mobile Banner



Logging Into User Accounts

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

MINISTRY OF HUMAN RESOURCES

HRD CORP HUMAN RESOURCE DEVELOPMENT CORPORATION

Jp jana'preneur

Buying And Selling Made Easy

Select "Sign In"



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

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"

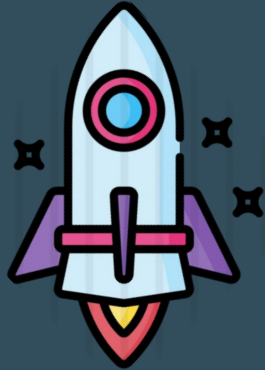
3. Click on the password reset link in your email & update to a new password within 1 hour

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

The screenshot shows the top navigation bar of the jana'preneur website. It includes the logo, a search bar with the placeholder text "Search product or brands", and buttons for "Be A Seller", "Sign In", and "Sign Up As Buyer". Below the search bar are two category buttons: "Product Category" and "Services Category". A "Promotions" link is also visible. The search results section shows a search bar with "Search...", a "SORT BY" dropdown menu set to "Best Seller", and a keyword "doughnut" with a close button. A product card for "NOTTYELLA Doughnut" is displayed, featuring an image of the doughnut, the name "NOTTYELLA Doughnut", and pricing information: "From MYR 28.00/Unit" and "RRP MYR 28.00/Unit".

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.

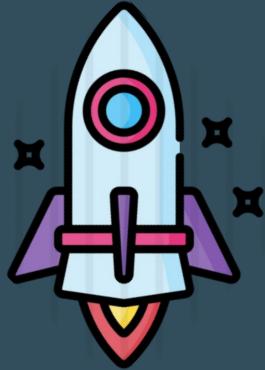




System overview: Platform notifications

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

MARK ALL AS VIEWED	MARK AS VIEWED
Notifications	
MARK ALL AS VIEWED	
MARK AS VIEWED	
Detail	Action
<input type="checkbox"/> New Online Order #612 from 一鸣、 To Process	VIEW
<input type="checkbox"/> New Online Order #613 from Dean To Process	VIEW
<input type="checkbox"/> New Online Order #608 from 一鸣、 To Process	VIEW
<input type="checkbox"/> New Online Order #619 from Sahliza binti jani To Process	VIEW



Request For Quotation

What to do you need help finding the products you need to buy



Request For Quotation (RFQ)



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 a Buyer is searching for a specific product / service, but they are unable to find it on the platform, they can submit a Request For Quotation to all Sellers on the platform.



Request For Quotation (RFQ)

RFQ Listing MACRO TECH VENTURES SDN BHD

RFQ	Quotation			
Id	Product Details	End Date	Action	
27	SUPPORi - Light Lavender Blue (M) Jerhigh Dog treats Goodies energy treats	10 carton 10 carton 10 carton	Jul 19, 2021	Make an offer

- As a Seller, you can view and respond to all new RFQs submitted by interested Buyers on the platform by clicking on "RFQ" under your Seller user dashboard.
- If you carry the requested item(s) and can fulfil it within the 'End Date', you can respond to the RFQ to and offer a quotation to the Buyer by clicking on the 'Make an offer' button.



Request For Quotation (RFQ)

RFQ Id

27

End Date

Jul 19, 2021

Comment

Dog food products

#	RFQ Product Name	RFQ Quantity	Our Product	Price	Quantity	Total	Actions
75	SUPPORi - Light Lavender Blue (M)	10 carton					Find Product
76	Jerhigh Dog treats	10 carton					Find Product
77	Goodies energy treats	10 carton					Find Product


SUBMIT QUOTATION

4. Based on what the Buyer is requesting for, select 'Find Product'.



Request For Quotation (RFQ)

Products [+ Add New Product](#)

Name	SKU	Category	Brand	Price	Image	Stock	Action
SUPPORi - Light Lavender Blue (M) (1 Units Per Carton)	P2100B	Baby Gear Accessories	SUPPORi	MYR 189.00		0 carton	✓ SELECT

5. Once you have identified the item that you carry which matches what the Buyer is requesting for, choose **'Select'**.

Note: You can only select items which you have previously listed in the platform. If you would like to list a new item, select **'+ Add New Product'** and proceed to add new products/services into the platform.

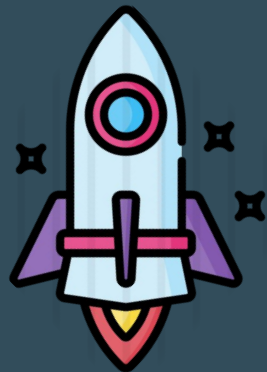


Request For Quotation (RFQ)

#	RFQ Product Name	RFQ Quantity	Our Product	Price	Quantity	Total	Actions
75	SUPPORi - Light Lavender Blue	10 carton	SUPPORi - Light Lavender Blue (M) (1 Units Per Carton)	MYR 189.00	<input type="text" value="1"/> carton	MYR 189.00	Find Product
76	Jerhigh Dog treats	10 carton					Find Product
77	Goodies energy treats	10 carton					Find Product

SUBMIT QUOTATION

- Next, **key in the quantity that you can fulfil** based on the Buyer's requested 'RFQ Quantity'.
- Lastly, select '**Submit Quotation**'. The Buyer will immediately be notified of your quotation. If they accept it, they will be able to proceed with adding your items to their cart, making payment, and confirming an order for your products.



Main Seller Dashboard

Seller Dashboard Analytics and FAQs

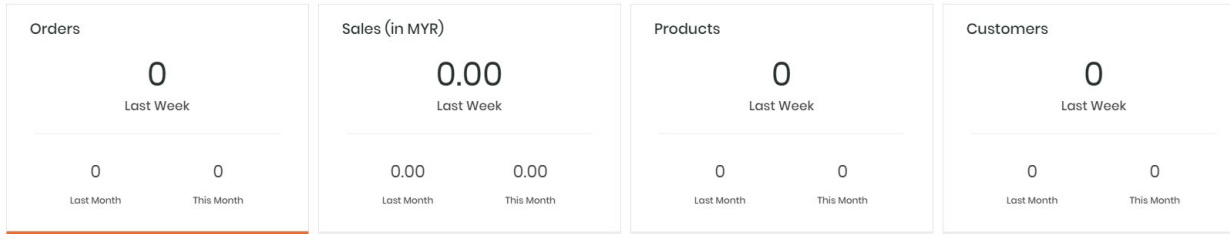


Supplier Dashboard: Overall Supplier Analytics

All information on managing a Seller's products, Orders, Sales and Customers

Dashboard Orders Customers Products Promotions Special Retailers Fulfilment Product Questions

Supplier Bhd Dashboard



Filter by: Last 30 Days | Custom Date: Select month | Select Year

Orders Insights

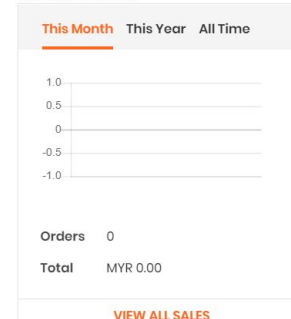
0 Order to Process

MYR 0.00 Due Payments

Order to Process

Date Purchased	Supplier Order No	Retailer Details	Order Total	Status	Actions
VIEW ALL					

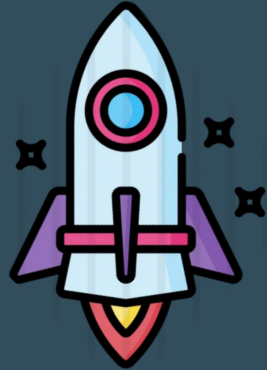
Sales Trends



On the Seller dashboard, you will see a summary of real-time information on:

- Orders
- Sales
- Products
- Customers
- Sales Trends

You can also filter the information by date.



Seller Catalogue Management

Managing Products/Services & Setting Minimum Order Quantity (MOQ)



Seller Catalogue: Adding A New Product

Product Category Services Category Promotions

Dashboard RFQ Orders Customers **Products** Services Promotions Fulfilment Product Questions Sellers Guide

Products

Products Flexible Minimum Order Rules

Search

Id Name

Reset Search

Add New Product

Show More

Id	Name	SKU	Category	Brand	Price	Image	Featured	Stock	Status	Action
No products										

1. Login as a Seller & view your Dashboard

2. Select "Products" for products

3. Click on "Add New Product"

4. Key in all the relevant product details & click on "Submit"



Seller Catalogue: Adding A New Product

Product Details

Product Name *

ex: Redbull - Red Bull Gold 1x6 cans (260ml each)

Non-Halal

No

Select "YES" if the product is "NOT Halal".

Product Detail 1 Liner

Featured Product Ⓢ

No

Click on "Generate SKU" if your product does not have any existing SKU number.

Product SKU * Ⓢ

GENERATE SKU

Status Ⓢ

Draft

For all products you add, the status can be set as "ACTIVE" or "INACTIVE"
Active = Shown to Buyers
Inactive = Hidden from Buyers

Product Barcode

Taggings *

- Controlled Products
- Fresh Products
- Returnable Products
- Core Products

Brand * Please key-in your brand name below

Select an option

You can just type in the name of your Brand in this section.

NOTE:

If a product is **Out Of Stock**, you should temporarily set it to "**Inactive**". You can change it back to "Active" status once the product is back in stock.

Category *

Select an option



Seller Catalogue: Adding A New Product

Product Descriptions

DESCRIPTION

SPECS

Next: Add Product Description.
Minimum character count is 150.

Product Description (minimum 150 characters) *



Explain the benefits of your product and convince the customer to place an order.
Your product description should help customers answer questions like:

- What material is your product made of?
- Do you have a product sizing chart to include?
- Any product usage/care instructions?
- How many days does it take for product delivery?

Please type minimum compulsory description of 150 characters.


Add specs: Further details on product.
(OPTIONAL step)




Seller Catalogue: Adding A New Product

You can refer to this helpful example to determine a suitable packaging type for your needs.


Packaging & Quantity



1 Unit
This is a single unit. It has its own SKU code.



1 Outer
This is a single outer. It contains multiples of the same unit. You must clearly state how many units are within an outer.



1 Carton
This is a carton. It contains multiple outers. You must clearly state how many outers are within a carton.

Specify the packaging type: Unit / Outer / Carton

Specify the number of individual units contained in the packaging type above

Specify the weight (in grams) of the packaging type above

Packaging	Quantity
Type *	Do you have an unlimited stock at your warehouse?
<input type="text" value="unit"/>	<input type="text" value="No"/>
Number of Units *	How much stock do you have in your warehouse?
<input type="text"/>	<input type="text" value="1"/>
Weight (Gram)	Minimum Purchase Order Quantity *
<input type="text"/>	<input type="text" value="1"/>
Is this product available for self-pick up?	
<input type="text" value="Yes"/>	

If you set “unlimited stock at your warehouse” to “No”, you will need to specify the stock on hand quantity for the product.

You can set the minimum quantity that a customer must purchase to place a valid PO to you.

You can decide whether to allow customers to perform a self-pickup of this product directly from your warehouse address: “YES” or “NO”



Seller Catalogue: Adding A New Product

Product Pricing

Pricing

Your Cost Price	Market Price*	Selling Price*	Wholesale Price*
MYR <input type="text"/>	MYR <input type="text"/>	MYR <input type="text"/>	MYR <input type="text"/>
Supplier Code No [?] <input type="text"/>	System Code No [?] <input type="text"/>		
Quantities purchased to trigger wholesale price [?] <input type="text"/>			

* required field

Next: Add Prices*

*Note: Refer to the next slide on how to differentiate between **Market Price, Selling Price, and Wholesale Price.**

Specify how many quantities needs to be purchased before the wholesale price is accessible to Buyers.

SUBMIT

Once complete, click on submit

Seller Catalogue: Pricing Definitions

What is the difference between Market Price, Selling Price, and Wholesale Price?

Market Price (aka MRSP/RRP)

This is the average retail market price for the Seller's product/service.

It is used to calculate the cost savings (in %) that a Buyer can expect to see if they purchase the Seller's product/service on this platform.

Selling Price

This is the intended selling price for a Seller's listed product/service on this platform.

It is also used to calculate the cost savings (in %) that a Buyer can expect to see if they purchase the Seller's product/service on this platform.

Wholesale Price

This is the intended wholesale selling price for a Seller's listed product/service on this platform, when purchased in larger quantities.

It is also used to calculate the cost savings (in %) that a wholesale Buyer can expect to see if they purchase the Seller's product/service on this platform.

Example: A Seller wants to sell 1 carton of bottled drinks on the platform per the price settings below.







- Packaging Type: Supplier to set as "Carton".
- Market Price = RM100; Selling Price = RM80. The platform will display 20% savings for Selling Price vs. Market Price for 1 carton of bottled drinks.
- Calculation: $RM100 - RM80 = RM20$ savings. $RM20/RM100 = 20\%$
- Wholesale Price = RM70 (with "Quantities purchased to trigger wholesale price" set as "5")
- Scenario: If the Buyer tries to buy 4 cartons or less, they will not be able to purchase the product at RM70 per carton. Instead, they will have to pay RM80 per carton.
- However, if a **minimum of 5** cartons or more is purchased, then the Buyer will get an extra RM10 discount per carton.



Seller Catalogue: Add / Edit Product Images

To Add/Edit Images to a product:

1. Go to the **“Products”** Tab on the Seller Dashboard
2. **Search** for the product that you want to upload an image for
3. Click on **“+Images”** button to add images

Id	Name	SKU	Category	Brand	Price	Image	Featured	Status	Action
40570	1L Cold Brew Concentrate, 200g (Ethiopia)	CB0013	Concentrate	Dropee	MYR 44.00000		No	Active	<div data-bbox="1609 554 1787 623">+ Images</div> <div data-bbox="1630 623 1765 670"> Edit</div> <div data-bbox="1630 670 1765 729"> Delete</div>
40569	Rhubarb Applemint Concentrate (1L)	CB0014	Concentrate	Dropee	MYR 38.50000		No	Active	<div data-bbox="1630 762 1765 820">+ Images</div> <div data-bbox="1630 820 1765 877"> Edit</div> <div data-bbox="1630 877 1765 936"> Delete</div>



Seller Catalogue: Add / Edit Product Images

Upload Product Images for
abc



Click the Button or Drop Files Here

* Only 8 photos will show up per product on products page

UPLOAD

Your Gallery for
abc

41828



Which Image do you want featured as the main Product Image for: abc?

41828

FEATURE IMAGE

4. Click on the “cloud” shaped icon to select your product image(s).

Note: A maximum of 8 images can be shown per product.

5. Pick the image that you want to feature and click on “**Feature Image**” for it to be the first picture showcased to Buyers for your product.



Seller Catalogue: Editing An Existing Product

Dashboard

Orders

Customers

Products

Promotions

Special Retailers

Fulfilment

Product Questions

Products Demo Supplier

Products

Flexible Minimum Order Rules

Search

Id

Name

SKU

Barcode

Brand

Category

Show Less

Reset

Search

Add New Product

Id	Name	SKU	Category	Brand	Price	Image	Featured	Status	Action
----	------	-----	----------	-------	-------	-------	----------	--------	--------

1. Login to view your Seller **Dashboard**

2. Click on **“Products”**

3. Click on **“Show More”** to expand the search filter options

4. Sellers can search for products by:

- Product ID
- Product Name
- SKU Number
- Barcode
- Brand
- Category

5. Click on **“Search”**



Seller Catalogue: Editing An Existing Product

Products Vy's

Products

Search



Id

Name

Reset Search

Add new Product

Show More


Id	Name	SKU	Category	Brand	Price	Image	Featured	Status	Action
33839	M&M's Crispy Chocolate Candies 34g	673108204	Snacks	M&M's	MYR 44.48000		No	Inactive	+ Images ✎ Edit ✕ Delete
33837	abc	687269906	Powders	100 Plus	MYR 40.56000		No	Inactive	+ Images ✎ Edit ✕ Delete

6. Click on "Edit".
7. Make the necessary changes to the product details & click on "Submit".



Seller Catalogue: Individual Product View

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



M&M's Crispy Chocolate Candies 34g

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

Last update: Aug 08, 2019

Wholesale Price Available

Buy 5 or more Outer

MYR 43.00 Outer

Guide

1 Carton: 16 outers

1 Outer: 12 units

[Share 0](#)

Sold By

Vy's

Seller Rating

100%

★★★★★

Time On Dropee

NEWBIE

Product Analysis

Product view(s) within the last 30 days

4 times

Quantity (Outer)

Minimum Order: 1 Outer

Price

MYR 44.48

15.57 % OFF MYR 52.48

[LOGIN TO BUY](#)

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!



Seller Catalogue: Adding A New Service

Dashboard

RFQ

Orders

Customers

Products

Services

Fulfilment

Product Questions

Sellers Guide

Services Test

Services

Search

Id

Name

Reset

Search

Add New Services

1. Login to view your Seller Dashboard

2. Select "Services"

3. Click on "Add New Services"

4. Key in all the relevant service details & click on "Submit"



Seller Catalogue: Adding A New Service

STEP 1/3: SERVICES DETAILS TEST

Services Name *

Test

Status ⓘ

Active

Category *

- Other Services

* required field

NEXT: DESCRIPTION

- Include the **name** of the Service that you'd like to list on the platform
- Select the correct **Category** for your Service
- Ensure that the status is set as '**Active**' so that Buyers will be able to view your service on the platform
- Once complete, click on '**NEXT: DESCRIPTION**'



Seller Catalogue: Adding A New Service

STEP 2/3: SERVICES DESCRIPTIONS

DESCRIPTION SPECS

Add specs: Further details on the service offered. (OPTIONAL step)

Services Description

Terms and conditions:

1. Valid for 6 months from date of purchase on the JP platform
2. The session will be conducted through online portals.
3. Each session will be 1.5 hours and there will be a total of 3 sessions.
4. Valid for addresses within Peninsular Malaysia only
5. Request for an appointment is to be made at least 3 days prior to the desired appointment date.
6. Buyer must provide buyer's name, IC/Passport Number, Purchase Order date, and redemption date as proof of redemption.

body ol li

Next: Add Terms and Conditions of the service by referring to the template on the [next slide](#).
Minimum character count is 150.

* required field





Seller Catalogue: Adding A New Service

Template of terms and conditions of services offered (Columns with asterisk (*) are mandatory fields to be filled)

	Templates
Redemption period*	Valid for [PERIOD/DURATION - e.g. 6 months] from date of purchase on the JP platform
Location/Platform to Conduct Service	Session will be conducted (through/at [ONLINE PORTALS/WHATSAPP/LOCATION - e.g. via Zoom link which will be emailed to you upon confirmation of appointment by email/WhatsApp]
Duration of the Service	Each session will be [DURATION - e.g. 1.5 hours] and there will be a total of [NO OF SESSIONS - e.g. 3 sessions]
Coverage Areas*	Valid for [LOCATION - e.g. addresses within Peninsular Malaysia] only
Appointment Request*	Request for appointment is to be made at least [NO OF HOURS/DAYS/WEEKS/MONTHS - e.g. 3 days] prior to the desired appointment date
Details Needed for Redemption*	Buyer must provide buyer's name, IC/Passport Number, Purchase Order date, and redemption date as proof of redemption



Seller Catalogue: Adding A New Service

STEP 3/3: PRODUCT PRICING

Pricing

Your Cost Price MYR <input type="text"/>	Market Price* MYR <input type="text"/>	Selling Price* MYR <input type="text"/>	Wholesale Price* MYR <input type="text"/>
Supplier Code No ⓘ <input type="text"/>	System Code No ⓘ <input type="text"/>		
Quantities purchased to trigger wholesale price ⓘ <input type="text"/>			

Next: Add Prices*

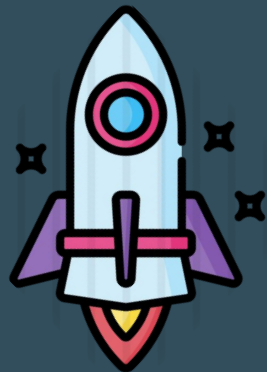
*Note: Refer to [this page](#) on how to differentiate between **Market Price, Selling Price, and Wholesale Price.**

Specify how many quantities needs to be purchased before the wholesale price is accessible to Buyers.

SUBMIT

Once complete, click on submit

* required field



Seller Delivery & Fulfilment Settings

Managing Self-Pickup & Free Shipping Settings



Setting Up Seller's Warehouse Address

Dashboard Orders Customers Products Promotions Special Retailers **Fulfilment** Product Questions

Fulfilment

Warehouse Address Free Shipping

Address Line 1
Address line 1

Address Line 2
Address line 2

Postcode
Post Code

City
City

State
Selangor

Country
Malaysia

SUBMIT

Sellers can set their default warehouse address in the platform.

This is the location that our 3PL (Third Party Logistics) partners or Buyers will visit to pickup their orders (if allowed to do so by Sellers).

Steps:

1. **Login** to the platform
2. View **Dashboard**
3. Click on **“Fulfilment Tab”**
4. Click on **“Warehouse Address”**
5. Key in warehouse address details
6. Click on **“Submit”**



Setting Up Seller's Free Shipping Details

Dashboard

Orders

Customers

Products

Promotions

Special Retailers

Fulfilment

Product Questions

Fulfilment

Warehouse Address Free Shipping

Add

Id	Retailer Zip	Retailer State	Order Price Above	Event	Action
No free shipping					

Free Shipping Value Setting

Add Free Shipping

Order Price Above

MYR

Retailer Zip / Post Code

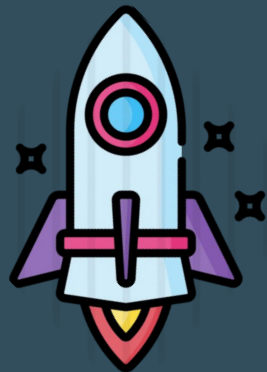
OR

Retailer State

Product Category (Optional)

Steps:

1. Click on **"Fulfilment"** Tab
2. Click on **"Free Shipping"**, then click on **"Add"**
3. Key in the 'minimum order value (RM)' condition for Buyer to receive free shipping
4. Set Free Shipping by **"Post Code"** or **"State"**
5. Select applicable Product Category (**Leave blank if applied to all products**).
6. Click **"Submit"**



Seller Order Fulfilment Flow

Manage & understand the different types of orders, and process your orders



Seller Order Fulfilment: Order Dashboard

Dashboard

Orders

Customers

Products

Promotions

Special Retailers

Fulfilment

Product Questions

All Orders

Download In Excel

[All](#)
[Pending Self Pickup](#)
[Pending To Be Shipped By Supplier](#)
[In Progress](#)
[Pending Payment](#)
[Completed](#)
[Rejected](#)

Supplier Order No	Retailer Order No	Purchase Order No	Customer	Company	Date Purchased	Order Total	Order Type	Order Status	Payment	Payment Due Date
#1899	#1734	PO-MTV-10-3005-2824-220-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 17, 2020	MYR 272.00	Credit Term Order	Rejected	Unpaid	Apr 16, 2020
#1898	#1733	PO-MTV-10-3027-2824-219-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 17, 2020	MYR 824.60	Credit Term Order	Confirmed	Unpaid	Apr 16, 2020
#1884	#1721	PO-MTV-10-3005-2824-218-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 16, 2020	MYR 315.00	Credit Term Order	Completed	Unpaid	Apr 15, 2020

On the Orders Dashboard, Sellers can view all orders received from Buyers; arranged based on their status.

All: View all orders (Newest shown first)

Pending Self Pickup: Orders from Buyers who will be arranging for self-pickup of their products from Seller's warehouse address (following the Purchase Order details)

(Cont'd on next slide)



Seller Order Fulfilment: Order Dashboard

Dashboard

Orders

Customers

Products

Promotions

Special Retailers

Fulfilment

Product Questions

All Orders

Download In Excel

[All](#)
[Pending Self Pickup](#)
[Pending To Be Shipped By Supplier](#)
[In Progress](#)
[Pending Payment](#)
[Completed](#)
[Rejected](#)

Supplier Order No	Retailer Order No	Purchase Order No	Customer	Company	Date Purchased	Order Total	Order Type	Order Status	Payment	Payment Due Date
#1899	#1734	PO-MTV-10-3005-2824-220-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 17, 2020	MYR 272.00	Credit Term Order	Rejected	Unpaid	Apr 16, 2020
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#1884	#1721	PO-MTV-10-3005-2824-218-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 16, 2020	MYR 315.00	Credit Term Order	Completed	Unpaid	Apr 15, 2020

Pending To Be Shipped By Seller:

Orders that have been accepted by the Seller and are pending delivery completion by the Seller (following the Purchase Order details)

In Progress:

Orders which have **not** been Confirmed / Rejected by the Seller.

Pending Payment:

Orders that are pending payment from Buyers

(Cont'd on next slide)



Seller Order Fulfilment: Order Dashboard

Dashboard

Orders

Customers

Products

Promotions

Special Retailers

Fulfilment

Product Questions

All Orders

Download In Excel

All	Pending Self Pickup	Pending To Be Shipped By Supplier	In Progress	Pending Payment	Completed	Rejected
-----	---------------------	-----------------------------------	-------------	-----------------	-----------	----------

Supplier Order No	Retailer Order No	Purchase Order No	Customer	Company	Date Purchased	Order Total	Order Type	Order Status	Payment	Payment Due Date
#1899	#1734	PO-MTV-10-3005-2824-220-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 17, 2020	MYR 272.00	Credit Term Order	Rejected	Unpaid	Apr 16, 2020
#1898	#1733	PO-MTV-10-3027-2824-219-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 17, 2020	MYR 824.60	Credit Term Order	Confirmed	Unpaid	Apr 16, 2020
#1884	#1721	PO-MTV-10-3005-2824-218-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 16, 2020	MYR 315.00	Credit Term Order	Completed	Unpaid	Apr 15, 2020

Completed:

Orders that have been marked as completed by the Seller (i.e. either after self-pickup by Buyers, or after delivery by the Seller).

Rejected:

Orders that have been rejected by the Seller (e.g. no stocks, unable to accept order, etc.)

(See next slide for more info on Order Types)



Seller Order Fulfilment: Order Types

Order Type	Payment	What this means for Suppliers
Online	Unpaid	These orders are placed online but not yet paid by the Buyer. Sellers must not proceed to Confirm Order without accepting payment first.
	Paid	This order is placed online and is paid upfront by the Buyer. Seller can proceed to Confirm Order and perform delivery as required.
Credit Terms	Unpaid	<p>Under “Special Retailers” tab in the Seller Dashboard (<i>refer to the ‘Customer Management’ section within this guide</i>), Sellers can set the number of days to allow ‘credit terms’ to your trusted Buyers.</p> <p>These Buyers will then have to make payment within the duration specified. Sellers can also remove a Buyer’s previously approved ‘credit terms’ from the “Special Retailers” tab.</p>
	Paid	Buyers who are provided with ‘credit terms’ and have made payment to the Seller for that order.
Offline Orders	Paid / Unpaid	“Offline orders” are orders that the Seller has received manually / outside of the platform, but Seller wants to use the Platform to keep track of these orders.



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:	Delivery Terms:	Delivery Date:
A-05-25, Block A, Sunway Geo Avenue., 47500, Bandar Sunway, Selangor,	30 days	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: #1 – Self Pickup

What do Sellers need to do next?

+6016 299 9693

Jana'Preneur WhatsApp Chat Support
(9.30am-6.30pm, Monday to Friday)

1. Seller to inform Jana'Preneur support team via WhatsApp when [date & time] stocks will be ready for self-pick up by Buyer



2. Jana'Preneur support team to inform Buyer & share confirmation with Seller on Buyer's preferred pick-up date & time (if any)



3. Buyer to perform self-pick up & confirm with Jana'Preneur support team via WhatsApp once done. Seller to confirm once Buyer pick-up is done.





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-10-77-1004-016-11
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
	<div data-bbox="57 802 241 939"><p>shipping to Aidiel Ismail No 107, Jalan Elektron U16/18 Denai Alam Shah Alam Selangor 40160</p></div>	10 box	<div data-bbox="608 824 772 868"><p>Shipping by Supplier</p></div>		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

Total Shipping Cost (Inclusive SST) | MYR 0.00



Types of Order Fulfilment: #2 – Shipping By Seller

What do Sellers need to do next?

+6016 299 9693

Jana'preneur WhatsApp Chat Support
(9.30am-6.30pm, Monday to Friday)

1. Seller to inform Jana'preneur support team via WhatsApp when [date & time] stocks will be ready for delivery to Buyer's address



2. Jana'preneur support team to inform Buyer & share confirmation with Seller on Buyer's preferred pick-up date & time (if any)



3. Seller to perform delivery & confirm with Jana'preneur support team via WhatsApp once done.





Types of Order Fulfilment: #3 – Pick up by Jana'Preneur 3PL

Order Details Supplier Demo

Please scroll down to update the order status.

Order No **#4469**

Order Date Aug 22, 2019

Purchase Order No #PO-MTV-10-77-1004-014-II

Retailer Order No #4422

Order Status **New(To be confirmed)**

Order Total MYR 36.88

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
 “Shipping to” Buyer’s chosen
 delivery address.

Shipping Method will also show
 “Shipping By Jana'Preneur”

Order 1	Item	Quantity	Shipping Method	Delivered	Subtotal (inc. SST)	Action
shipping to Aidiel Ismail No 107, Jalan Elektron U16/18 Denai Alam Shah Alam Selangor 40160	Coca Cola	1 box	Shipping by Jana'Preneur		MYR 26.88	

CONFIRM ORDER

REJECT ORDER



Types of Order Fulfilment: #3 – Pick up by Jana'Preneur 3PL

PURCHASE ORDER

NO. PO-MTV-10-77-1004-014-11

FOR RECEIPT NO. RCP-MTV-10-77-054

From:
Macro Tech Ventures

Order Number: #4422
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
---	-----------------------------------	---

2. The PO will show the “Shipping Info” provided by the Buyer. Also, “Total Shipping Cost” will show an RM value

**Total Shipping Cost
(Inclusive SST)**

MYR 10.00

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



Types of Order Fulfilment: #3 – Pick up by Jana'Preneur 3PL

What do Sellers need to do next?

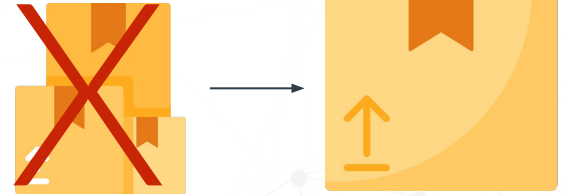
1. Seller to inform Jana'Preneur support team via WhatsApp when the order [date & time] and also [how many boxes] will be ready for pick-up by Jana'Preneur 3PL partner(s).
2. Jana'Preneur support team will arrange for pick-up by our 3PL partner(s).



+6016 299 9693

Jana'Preneur WhatsApp Chat Support
(9.30am-6.30pm, Monday to Friday)

IMPORTANT!



1. If you have multiple items to deliver, it should be packed into 1 box. Each box should not weigh more than 20kg.
2. Contents of any box weighing more than 20kg should be re-packed into another box weighing less than 20kg.
3. Please notify Jana'Preneur support WhatsApp on the number of boxes to be delivered to customers.



Types of Order Fulfilment: #3 – Pick up by Jana'Preneur 3PL

A. Courier Service Delivery

3. Jana'Preneur support team will arrange for order pick-up by our 3PL partner & send the Airway Bill (AWB) to Seller's registered email or Whatsapp along with the tracking number.

4. Seller prepares stocks for pick-up & stick AWB onto the box(es).

5. Jana'Preneur 3PL partner will pick-up & deliver items to Buyer.

Note:

- Pick up time: 10 am to 6 pm
- If the courier is yet to pick up by 5 pm, please inform Jana'Preneur support team via WhatsApp

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Jana'Preneur WhatsApp Chat Support
 (9.30am-6.30pm, Monday to Friday)

3PL partner that will pick up the order

[WK3AX8]		
From (Sender):		
Rhea 0123456789		47500
B1-03-01, Sunway Geo Avenue 47500, Bandar Sunway Selangor, Malaysia		
To (Receiver):		
Siti Halimon 0123456789		59200
B1-03-01, Sunway Geo Avenue 47500, Bandar Sunway Selangor, Malaysia		
Date	KG	Parcel Content
2020-07-17	1.00	document
Routing Code SGR-SGR-K17		ATTACH TO PARCEL
<small>By agreeing in printing this AWB, I hereby acknowledge that I have read and agree to the provisions set forth in this consignment note/airway bill and to the Egeon terms and conditions.</small>		
 Your Brand Here		Insert your brand and promotional details here to boost sales. Activate it under Marketing Tools > AWB Branding now!

AWB Sample



Types of Order Fulfilment: #3 – Pick up by Jana'Preneur 3PL

B. Runner Delivery

+6016 299 9693
Jana'preneur WhatsApp Chat Support
(9.30am-6.30pm, Monday to Friday)

3. Jana'Preneur support team will arrange for pick-up by our 3PL partner & inform seller on the runner details and pick up time. Runner details shall include:

- i) Full
 - ii) I/C
 - iii) Contact
 - iv) Vehicle registration
 - v) Pick-up date & time
- name No. number number

4. Seller prepares stocks for pick-up & check that the runner details are accurate prior to handing over items for delivery.

5. Jana'Preneur 3PL partner will pick-up & deliver items to the Buyer.





Types of Order Fulfilment: #4 – Services

Order total MYR 30.00

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

Payment Status Paid
Paid At Aug 22, 2019

Order 1	Item	Quantity	Shipping Method	Delivered	Subtotal (inc. SST)	Action
shipping to Aidiel Ismail No 107, Jalan Elektron UI8/18 Denai Alam Shah Alam Selangor 40180		Service 1	1 each		MYR 26.88	

CONFIRM ORDER **REJECT ORDER**

Click **'CONFIRM ORDER'** to confirm that seller can fulfil the service.

Click **'REJECT ORDER'** to reject and cancel the service order.



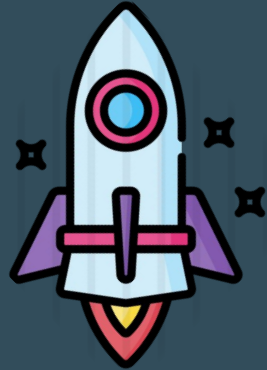
Types of Order Fulfilment: #4 – Services

What do Sellers need to do next?

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Jana'Preneur WhatsApp Chat Support
(9.30am-6.30pm, Monday to Friday)

1. Seller to inform Jana'Preneur support team via WhatsApp if they are able to fulfil the service:
 - A. If **YES**, Jana'Preneur support team will issue a digital voucher to both seller and buyer to use upon redemption
 - B. If **NO**, Jana'Preneur team will process the refund to the buyer
2. Buyer to arrange appointment directly with the seller, according to the terms & conditions stated in their service listing on the JP platform
3. Seller to render the service, according to the terms & conditions stated in their service listing on the JP platform



Seller Order Processing Steps

How to process Buyers' orders upon receiving them



Seller Order Fulfilment: Processing Orders (Within 3 Business Days)

IMPORTANT: Sellers will receive automatic notifications on new sales orders via **email**, **WhatsApp** and also directly within the **platform**. This includes an auto-generated Purchase Order sent automatically to both Buyer & Seller.

Sellers MUST fulfil all orders within 3 business days of receiving a PO.

If Sellers fail to do so within the set timeframe, **affected orders will be auto-cancelled and refunded** to Buyers. Sellers may also face **penalties for repeated failure to fulfil orders** in a timely manner.



Seller Order Fulfilment: New Order Notification (via email)

Get notified when you receive new orders

You will receive automatic notifications on new orders from Jana'Preneur via email, inclusive of an auto-generated Purchase Order sent to seller by Jana'Preneur on the buyer's behalf.

Another notification will be received via Jana'Preneur Supplier Whatsapp Support Chat.



25 Sep 2021

PURCHASE ORDER

NO. PO-MTY-10-57120-51662-001-11
FOR RECEIPT NO. RCP-MTY-10-57120-2463

From:
Secretarial Office

Order Number: #5814
Payment Due: Sep 28, 2021

To:
Buyer One
Company: Company One
Phone Number: 0123456789
Email address: 12345@companyone.com

On behalf of:
(Supplier) SELLER ONE

Address:
Address Line 1
Address Line 2
Address Line 3

Shipping info:
Address Line 1
Address Line 2
Address Line 3

NO	ITEM	Seller SKU	QUANTITY	UNIT PRICE	TOTAL
1	As Krm Bata	NULL	3 units	MYR 8.00	MYR 24.00

Subtotal (excl. SST)	MYR 24.00
Voucher (Inclusive SST)	- MYR 0.00
Subtotal (discounted)	MYR 24.00
SST	MYR 0.00
Total Shipping Cost (Inclusive SST)	MYR 9.36
Total	MYR 33.36
Payment	MYR 33.36

AMOUNT (MYR)

MYR 33.36

[Dashboard](#)[Orders](#)[Customers](#)[Products](#)[Promotions](#)[Special Retailers](#)[Fulfilment](#)[Product Questions](#)

All Orders

[Download In Excel](#)[All](#)[Pending Self Pickup](#)[Pending To Be Shipped By Supplier](#)[In Progress](#)[Pending Payment](#)[Completed](#)[Rejected](#)

Supplier Order No	Retailer Order No	Purchase Order No	Customer	Company	Date Purchased	Order Total	Order Type	Order Status	Payment	Payment Due Date
#1899	#1734	PO-MTV-10-3005-2824-220-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 17, 2020	MYR 272.00	Credit Term Order	Rejected	Unpaid	Apr 16, 2020
#1898	#1733	PO-MTV-10-3027-2824-219-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 17, 2020	MYR 824.60	Credit Term Order	Confirmed	Unpaid	Apr 16, 2020
#1884	#1721	PO-MTV-10-3005-2824-218-11	Admin contact@malaysia.com 01234567890	Malaysia Sdn Bhd	Mar 16, 2020	MYR 315.00	Credit Term Order	Completed	Unpaid	Apr 15, 2020

1. Under the “All” tab, click on the “Supplier Order No” (e.g. #1899)



Seller Order Fulfilment: Processing Orders

Order Details KL Distributor

Please scroll down to update the order status.

Order No	#1917
Order Date	Apr 17, 2020
Purchase Order No	#PO-MTV-10-4440-4190-014-11
Retailer Order No	#1752
Order Status	New(To be confirmed)
Order Total	MYR 1459.17

DOWNLOAD PURCHASE ORDER

Order By	Dropee
Company	Company ABC Sdn Bhd
Email	contact@malaysia.com
Mobile No	01234567890

Payment Status	Unpaid
Payment Method	COD
Preferred Day of Delivery	Apr 30, 2020

ACCEPT PAYMENT

- Order Status will be shown as “**New (To be confirmed)**”. Seller can also download the Purchase Order in PDF format by clicking on the “**Download Purchase Order**” button.
- Scroll to the bottom of the page to update the order status.



Seller Order Fulfilment: Processing Orders

Order 1	Item	Quantity	Shipping Method	Remarks	Delivered	Subtotal (inc. SST)	Action
---------	------	----------	-----------------	---------	-----------	---------------------	--------

shipping to
Dropee Test
 B1-03-01, Sunway Geo
 Avenue
 Jalan Lagoon Selatan
 Bandar Sunway
 Selangor
 47500



DUNHILL RED (Sold Per Carton)

3
carton

Shipping by
Abc

Please deliver by 27th
April

MYR 486.39

Update Delivery Information (optional)

Delivery Choice (3PL)

Tracking Number

Estimated Delivery Date

Update delivery information

Add Comments

CONFIRM ORDER

REJECT ORDER

- Products (Optional):** Seller can choose to update the delivery information with details such as their **method of delivery**, **tracking number**, **estimated delivery date**, and any **additional comments**. Then click on the “**Update delivery information**” button to submit the information. Buyers will then receive a system notification on this order delivery status update from their Dashboard.
 - Services:** Jana'Preneur issues digital voucher to buyer and seller. Digital voucher will attach the T&Cs and steps on how to redeem the voucher.
- At the bottom of the page, Seller must choose whether to “**Confirm Order**” or “**Reject Order**”. This will update the Buyer’s order status automatically.



Seller Order Fulfilment: Processing Orders

Reject this order? ✕

Reason

Cancel

Reject Now

6. If “Reject Order” is selected, then Seller will need to **input a reason**, before selecting “Reject Now”.

This input will be shown to Buyers when they view their rejected orders.

All Orders Supplier Demo

Download In Excel

Pending Self Pickup	Pending To Be Shipped By Supplier	In Progress	Pending Payment	Completed	Rejected	
Supplier Order No	Retailer Order No	Customer	Date Purchased	Date Rejected	Order Total	Reason
#4463	#4416	Retailer Demo retailerdemo@gmail.com 0123456789	Aug 09, 2019	Aug 09, 2019	MYR 88.18	no stock

The rejected order will then appear under the “Rejected” tab, within the Orders Dashboard.

Seller Order Fulfilment: Processing Orders

Order ID	Item	Quantity	Shipping Method	Remarks	Delivered	Subtotal (inc. SST)	Action
----------	------	----------	-----------------	---------	-----------	---------------------	--------

shipping to

Dropee Test
BI-03-01, Sunway Geo
Avenue
Jalan Lagoon Selatan
Bandar Sunway
Selangor
47500



DUNHILL RED (Sold Per Carton)

3
carton

Shipping by
Abc

Please deliver by 27th
April

MYR 486.39

Update Delivery Information (optional)

Delivery Choice (3PL)

Tracking Number

Estimated Delivery Date

Update delivery information

Add Comments

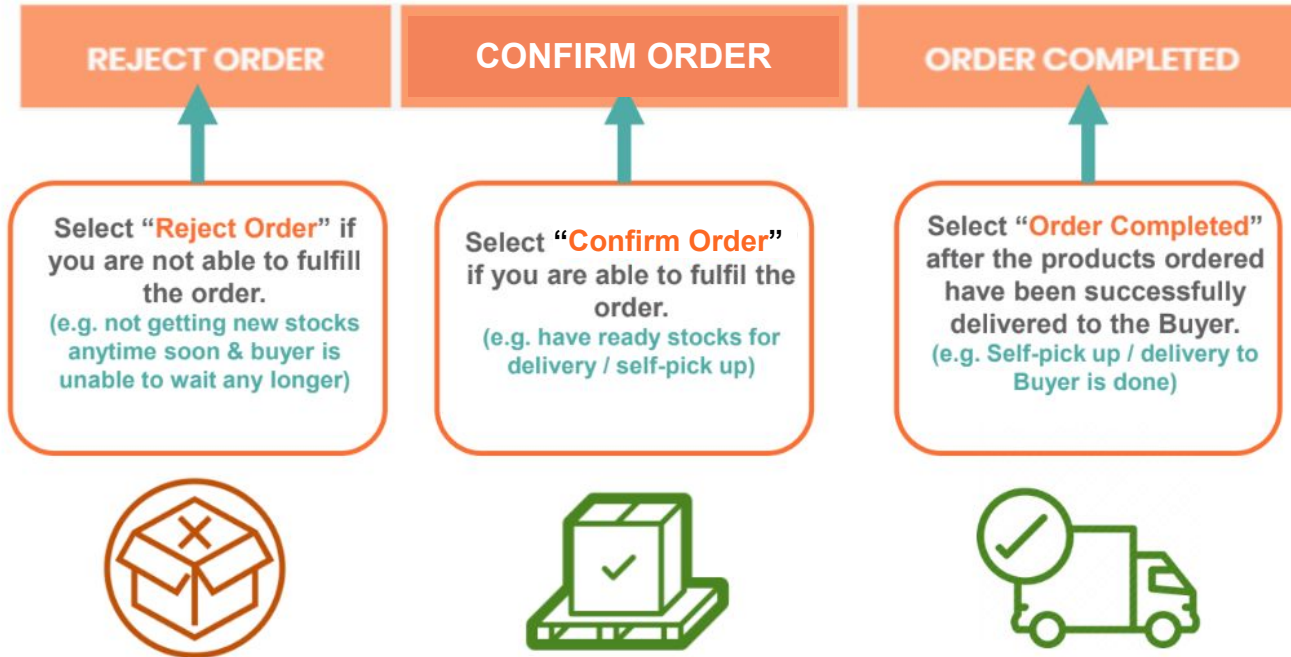
ORDER CONFIRMED

MARK COMPLETED (DELIVERED)

- Once Seller has performed the delivery for this order, they must select the relevant order number again from the Orders Dashboard, and click on **“Mark Completed (Delivered)”** to close off this completed order in the system.



Seller Order Fulfilment: Processing Orders





Seller Order Fulfilment: Processing Orders

Dashboard **Orders** Customers Products Promotions Special Retailers Fulfilment Product Questions

All Orders SUPPLIER 1

Start

Start

End

End

Export Orders in Excel

September - 2020 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
30	31	1	2	3	4	5	00:30
6	7	8	9	10	11	12	01:00
13	14	15	16	17	18	19	01:30
20	21	22	23	24	25	26	02:00
27	28	29	30	1	2	3	02:30

1. **Login as a Seller.** You will then be able to view all orders received from Retailers by selecting “Orders”
2. You can now download the list of Orders within a specific date/time range, and this would help with a Seller’s picking & packing process.
3. Just **select the relevant Start & End dates & times** to extract the relevant order details from your Seller Dashboard.
4. Once done, click on “**Export Orders in Excel**” and view the newly downloaded Excel file in your email.



Seller Order Fulfilment: Getting Payment

How and when suppliers get paid

	Product	Service
<i>When</i>	The next week Friday after the retailer receives the order.	The next week Friday from the purchased date with acknowledging the order within 3 working days with the Jana'Preneur team.
<i>Example</i>	Order is received on Monday 27/9/21, payment disbursement will be made on Friday 9/10/21	Order placed on Monday 27/9/21, seller acknowledges the transaction on 29/9/21, payment disbursement will be made on Friday 9/10/21.
<i>Payment method</i>	<ul style="list-style-type: none">• Payment will be transferred to the seller's bank account.• A proof of payment (Remittance Advice) will be sent to the registered email address.	
<i>Transaction fees</i>	<ul style="list-style-type: none">• Bank transfer/e-wallet (Billplz) : RM2 per transaction• Credit/debit card (Stripe) : 2% per transaction	



Seller Order Fulfilment: Getting Payment

Sample of Remittance Advice



Powered by **dropee**

Macro Tech Ventures Sdn Bhd (1190627-U)

B1-03-01, Block B, Sunway Geo Avenue, Jalan Lagoon Selatan,

Sunway South Quay, Bandar Sunway, 47500,

Selangor, Malaysia.

Payment gateway chosen by the buyer to make payment

Order date

Bank details of the account that will be disbursing the payment to the seller's account

Amount of sales purchased by the buyer

Amount of transaction fees applied to the order according to the payment gateway chosen by the buyer

Total amount paid for the sales

REMITTANCE ADVICE

NO. RA-JP-210806-001-001

PREPARED FOR

Supplier One
Address Line 1
Address Line 2
Address Line 3

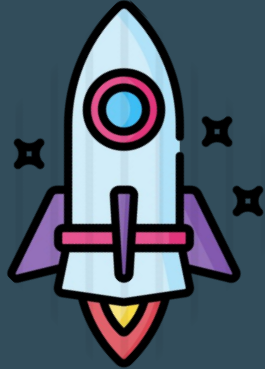
Date : 06 Aug 2020
Term : Payable Immediately
Period : 26/07/2021 - 31/07/2021

ITEM	INVOICE DATE	ORDER NUMBER	PAYMENT GATEWAY	SALES	TRANSACTION FEE	TOTAL
1	26/07/2021	#5797	Billplz	30.00	(2.00)	28.00
TOTAL RM						28.00

Bank details

Bank Account Holder : Macro Tech Ventures Sdn Bhd
Account Number : 5126 4262 0289
Swift Code : MBBEMYKL

This is a computer generated copy. No signature is required



Viewing & Answering Product Questions

How Sellers can respond to Buyer enquiries and build trust



Product Questions: View & Answer Buyer Enquiries

Dashboard

Orders

Customers

Products

Promotions

Special Retailers

Fulfilment

Product Questions

Product Questions

Pending/Inactive Questions

Answered Questions

2. Select "Pending / Inactive Questions"

1. On the Seller Dashboard, select "Product Questions"

Id	User	Description	Question	Answer	Status	Date Posted	Action
360	Duke	Brazil Primavera 1kg	PLEASE SEND ON 25/2		P	Feb 23, 2020	Edit Delete
359	Duke	Brazil Primavera 1kg	PLEASE DELIVERY 25/2/2020		P	Feb 23, 2020	Edit Delete

3. Select "Edit" to answer



Product Questions: View & Answer Buyer Enquiries

Product Questions

Product Question

Question

PLEASE SEND ON 25/2

Answer

Status

Pending

Submit

How to Answer a Buyer's Question:

1. Read the question
2. Provide an answer to the question
3. Update Status

Status can be:

- **Pending** – Seller's response is not confirmed/final yet. If status is set to "Pending", the Answer is only saved in the Seller Dashboard and is **not published** to Buyers.
- **Answered** – Seller's Answer to the question is confirmed. If status is set to "Answered", the Seller's response will be published immediately to Buyers on the Product Page and the enquiry will be closed.

4. Click "Submit".

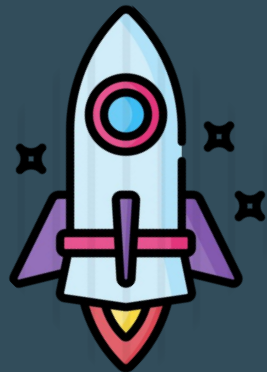


Product Questions: View Answered Questions

Product Questions

Pending/Inactive Questions		Answered Questions					
Id	User	Product	Question	Answer	Status	Date Posted	Action
352	Duke	Brazil Primavera 1kg	red catuai , send on monday 17/2/2020	Dear customer, your order have successfully delivered.	A	Feb 15, 2020	Edit Delete
347	Duke	Brazil Primavera 1kg	can delivery fast as you can .	Dear Customer, you product items have successfully delivered. Thank you.	A	Feb 13, 2020	Edit Delete

To view all answered Buyer questions & previous enquiries, select the **“Answered Questions”** tab under ‘Product Questions’ in the Seller Dashboard



Customer Management

Customer Database



Customer Management: Customer Details & Order History

Dashboard

Orders

Customers

Products

Promotions

Special Retailers

Fulfilment

Product Questions

All Customers Demo Supplier

Name	Reg No	Address	Orders	Contacts	Action
Malaysia Co. Sdn Bhd	1234567890	B1-03-01 Sunway Geo Avenue, Bandar Sunway 47500 Selangor	19	Stacie Lam admin@malaysia.com.my 01234567890 (verified)	Details

Keep track of your customers easily.

Steps:

1. Login to the platform
2. View the **Dashboard**
3. Click on **“Customers”** Tab
4. Search using **“Retailer Name”** or **“Company Name”**
5. Click on **“Details”** to view previous order history of the Buyer



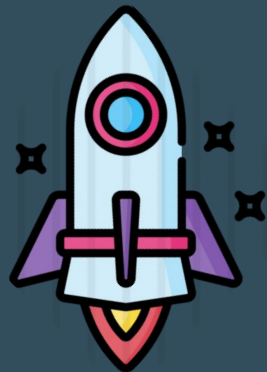
Customer Management: Customer Details & Order History

Customer Order Demo Supplier

Name : Malaysia Co. Sdn Bhd
Reg No : 01234567890
Address : B1-03-01
Sunway Geo Avenue, Bandar Sunway
47500
Selangor
Contacts : Stacie Lam
admin@malaysia.com.my
01234567890 (verified)

6. View all previous order details from each Buyer, including the order payment status

Quantity	Total Incl SST	Shipping	Status	Action
Order #1244 - Dec 13, 2019 Unpaid				
Peanut Butter Choc and Banana (The King)	1 unit	MYR 65	Stacie Lam B1-03-01 Sunway Geo Avenue, Bandar Sunway 47500 Selangor	<input checked="" type="checkbox"/> Mark as Completed
Seeded Sourdough	12 unit	MYR 96	Stacie Lam B1-03-01 Sunway Geo Avenue, Bandar Sunway 47500 Selangor	<input checked="" type="checkbox"/> Mark as Completed



Bonus: Omni-Channel Sales

Sell across multiple online marketplaces from one platform



Enabling omni-channel sales on Shopee & Lazada

Important!

Before you proceed, you'll need to register and be an approved seller on the Lazada / Shopee platform first.

The screenshot shows the Seller Dashboard navigation menu with the following items: Dashboard, RFQ, Orders, Customers, Products, Services, Promotions, Fulfilment, Channels, and Product Questions. The 'Channels' menu item is highlighted with a green box and an orange arrow pointing to it from a callout box. Below the navigation menu is the 'Sales Channel' section for 'Mamazai Kitchen', with sub-tabs for 'Account', 'Products', and 'Omni Products'. The 'Account' tab is highlighted with a green box and an orange arrow pointing to it from a callout box. Below the tabs is the 'List of Stores' section, which contains a table with columns 'Name' and 'Marketplace'. A 'Create Store' button is located below the table, highlighted with a green box and an orange arrow pointing to it from a callout box.

1. In your Seller Dashboard, click **"Channels"**

2. Click **"Create Store"**



Enabling omni-channel sales on Shopee & Lazada

Create Store ×

Name

Dropee Lazada Test

Marketplace

Lazada

Country

Malaysia

CLOSE


Submit

3. Input your **Seller store name** & choose the corresponding **marketplace**.

Then, click "**Submit**".



Enabling omni-channel sales on Shopee

 **Shopee**

Login to Authorize Shopee Openplatform APP

MY ▾ Email / Phone / Username

Password

[Forgot Password ?](#)

Log In

OR

[Switch to Sub Account](#)

English ▾

For Shopee Sellers:
Choose **Malaysia (MY)** &
login to your Shopee seller
account



Enabling omni-channel sales on Shopee

Shopee Open Platform

Authorization

The Developer is requesting the permission of operating the data of your shop. Including:

- Orders
- Shop
- Items
- Logistics
- Discounts
- Returns
- ShopCategory

Are you sure?

Yes No

Click **'Yes'** to connect your Shopee Seller store

Shopee Open Platform



Enabling omni-channel sales on Shopee

Shopee Open Platform Authorization.

Authorization is complete and the credentials are saved accordingly.



Click "**Close**"



Enabling omni-channel sales on Lazada



Choose **Malaysia** & **login** to your Lazada seller account

Sign in and authorize permission

[mps] is requesting permission for these functions:

- Read brands, categories, and attributes information from Lazada system
- Get your transaction statements and fee details in a specified period
- Get documents (invoices or shipping labels) for your orders

[View more](#)

I agree to the Authorization Terms & Agreement

* Site

* Email:

* Password:

Submit



Enabling omni-channel sales on Lazada

Lazada Open Platform authorization is now complete.



Click "**Close**"



Enabling omni-channel sales on Shopee & Lazada

Sales Channel Mamazai Kitchen

Account

Products

Omni Products

List of Stores

Name	Marketplace
Linda Rasip	lazada
Dropee Lazada Test	lazada
Markonah Abu	lazada
Shopee Daniel Testing	shopee

Create Store

Account Email

[Redacted]

API Token

[Redacted]

Update

Your Lazada/Shopee seller account that has been successfully linked will be displayed.

Sales Channel Mamazai Kitchen

4. Click **"Products"**
5. **Choose the product(s)** to upload into your Shopee / Lazada seller store
6. Click **"Action"**
7. Click **"Upload"**

Action	Name	Product SKU	Variation Name	Description
<input checked="" type="checkbox"/>	BISCOFF COOKIES	344803686	BISCOFF COOKIE	<p>Menggunakan pure butter untuk menghasilkan Biscoff</p>
<input type="checkbox"/>	LOTUS BISCOFF CHEESE CAKE	610937168	LOTUS BISCOFF	<p>Lotus Biscoff Cheese Cake mempunyai rasa tersendiri,</p>
<input type="checkbox"/>	NUTELLA POD	177185230	NUTELLA POD	<p>Nutella pod gabungan daripada premium butter dan</p>

Upload products to OmniChannel?

CLOSE

Upload



Enabling omni-channel sales on Shopee & Lazada

Sales Channel Mamazai Kitchen

Account	Products	Omni Products	
Action	Name	Lazada (Sync Status)	Shopee (Sync Status)
<input type="checkbox"/>	LOTUS BISCOFF CHEESE CAKE	Active	Active (Pending Product Create)
<input type="checkbox"/>	BISCOFF COOKIES - BISCOFF COOKIES	Inactive	Inactive

8. Next, click **"Omni Products"**
9. Click on **your selected product** (one by one)



Enabling omni-channel sales on Shopee & Lazada

VIEW OMNI PRODUCT BISCOFF COOKIES - BISCOFF COOKIES

Name *
BISCOFF COOKIES - BISCOFF COOKIES

Description *
<p>Menggunakan pure butter untuk menghasilkan Biscoff Cookies yang creamy dan lezat. Setiap gigitan Biscoff Cookies mempunyai rasa enak yang tersendiri.</p>

Price * 32.00 **Parent SKU *** 344803686

Variations *	Price	Sku	Image
BISCOFF COOKIE			
default	32.00	344803686	

Weight * 10 **Weight UOM *** Kilogram

Length * 18 **Width *** 18 **Height *** 18 **UOM *** Centimeter

UPDATE

UPLOAD

Add Lazada Attributes

Add Shopee Attributes

UPDATE STOCK

10. Ensure that at least **1 product image** has been uploaded.

11. Ensure that each field marked with an asterisk (*) is filled. Next, click "**Update**".

12. Then, click "**Add Lazada / Shopee Attributes**"



Enabling omni-channel sales on Shopee & Lazada

ADD MARKETPLACE BISCOFF COOKIES – BISCOFF COOKIES

Store Dropee Lazada Test **Marketplace** Lazada

Product Category

- Furniture & Organization
- Groceries**
- Health
- Household Supplies
- Kitchen & Dining
- Large Appliances
- Laundry & Cleaning Equipment
- Lighting & Décor
- Media, Music & Books
- Men's Shoes and Clothing
- Mobiles & Tablets

- Bakery
- Beer, Wine & Spirits
- Breakfast Cereals & Spreads
- Chocolate, Snacks & Sweets**
- Dairy & Chilled
- Drinks
- Food Staples & Cooking Essentials
- Frozen
- Fruit & Vegetables
- Meat & Seafood

- Biscuits & Crackers**
- Chocolate
- Mints
- Snacks
- Sweets

- Chocolate Biscuits
- Cookies**
- Crispbread & Oatcakes
- Digestive, Shortbread & Butter Biscuits
- Festive Cookies
- Sandwich & Filled Biscuits
- Sticks & Shapes
- Wafers

13. Ensure that the selected Store is referring to the intended Marketplace.

14. **Choose the most appropriate category** from each of the lists shown.

Note: The category lists shown is decided by each marketplace provider and cannot be customised.

15. Click **"Add Attributes"**.

ADD ATTRIBUTES



Enabling omni-channel sales on Shopee & Lazada

Lazada Attributes BISCOFF COOKIES - BISCOFF COOKIES

Groceries > Chocolate, Snacks & Sweets > Biscuits & Crackers > Cookies

Name *	<input type="text" value="BISCOFF COOKIES - BISCOFF COOKIES"/>	Brand *	<input type="text" value="No Brand"/>
Delivery Option Instant	<input type="text" value="No"/>	Warranty Policy	<input type="text" value="Not Specified"/>
Long Description (Lorikeet)	<input type="text"/>		
Product Description (Malay)	<input type="text"/>		
Dangerous Goods	<input type="text" value="None"/>	Name (Malay)	<input type="text"/>
Delivery Option Express	<input type="text" value="No"/>	Warranty Period	<input type="text" value="1 Year"/>
Warranty Policy (English)	<input type="text"/>	Chocolate Type	<input type="text" value="Others"/>
Video URL	<input type="text"/>	Color Family	<input type="text" value="Olive"/>
Model	<input type="text"/>	Pack Type	<input type="text" value="Single"/>
Short Description	<input type="text" value="<p>Menggunakan pure butter untuk menghasilkan Biscoff Cookies yang creamy dan lezat. Setiap gigitan Biscoff Cookies mempunyai rasa enak yang tersendiri.</p>"/>		

16. Additional information / fields required by each marketplace provider will appear.

Kindly fill up these fields.



Enabling omni-channel sales on Shopee & Lazada

Packaging Type Bag	Organic Yes
Storage Type Frozen	Warranty Type No Warranty
Dietary Needs Organic	Delivery Option Economy Yes

Variation: 344803686	
Price *	Package Width (cm) *
32.00	18
Package Length (cm) *	Package Weight (kg) *
18	10
Package Height (cm) *	Taxes
18	default
Special Price	Quantity
	1
What's in the box	Flavor
	Macadamia

Additional information / fields required by each marketplace provider will appear.

Kindly fill up these fields.





17. Once done, click **"Submit"**.

SUBMIT

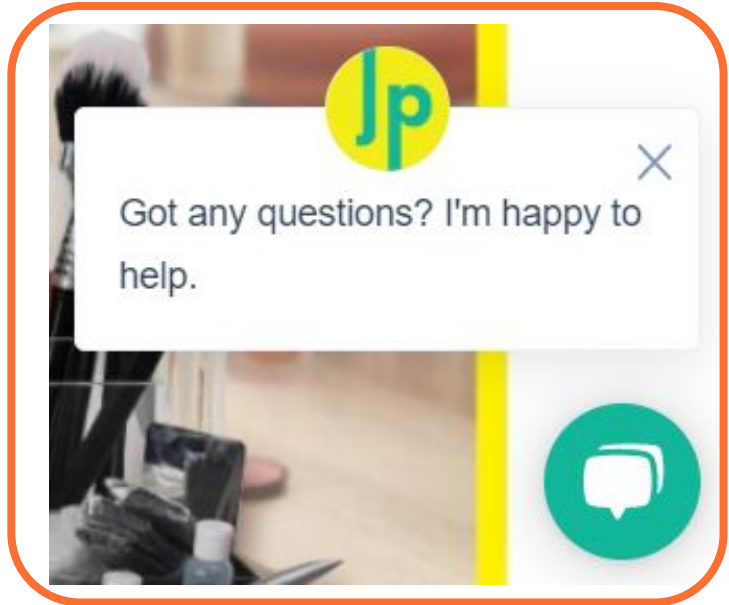


Enabling omni-channel sales on Shopee & Lazada

You may log in directly to your Lazada / Shopee seller account to ensure that the product has been successfully created from the Jana'Preneur platform.

<input type="checkbox"/>	Product Info	Price	Stock
<input type="checkbox"/>	 TEST REHAN REMPAN SOTO Seller Sku: 598246748 	RM 32.5 	100 

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**