



LAPASAR VENDOR MANAGEMENT PLATFORM

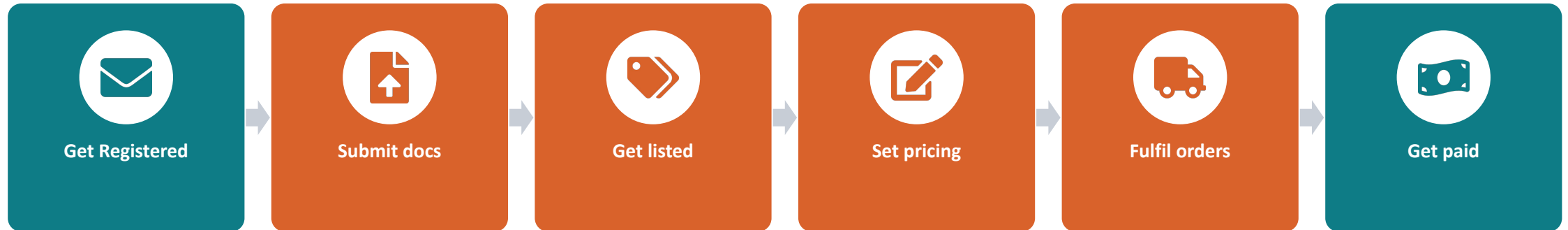
Your Onboarding & Operations Guide

Everything you need to know to get set up and operating on the platform — step by step, from invitation to getting paid.

Built for vendors · Operational walkthrough

Your journey at a glance

Six stages, from invitation to your first payment



What this guide covers

- Exactly what's expected from you at each stage
- Realistic timelines, so you know what to expect and when
- What happens automatically vs. what needs your action
- The few moments where reaching out to support is the right move

Stage 1 — Invitation & account access

You're nominated by a client, then invited onto the platform directly



Invitation email

You receive an email once a client has nominated you
OR you can self Register



Login credentials

Sent by email -- no separate registration needed



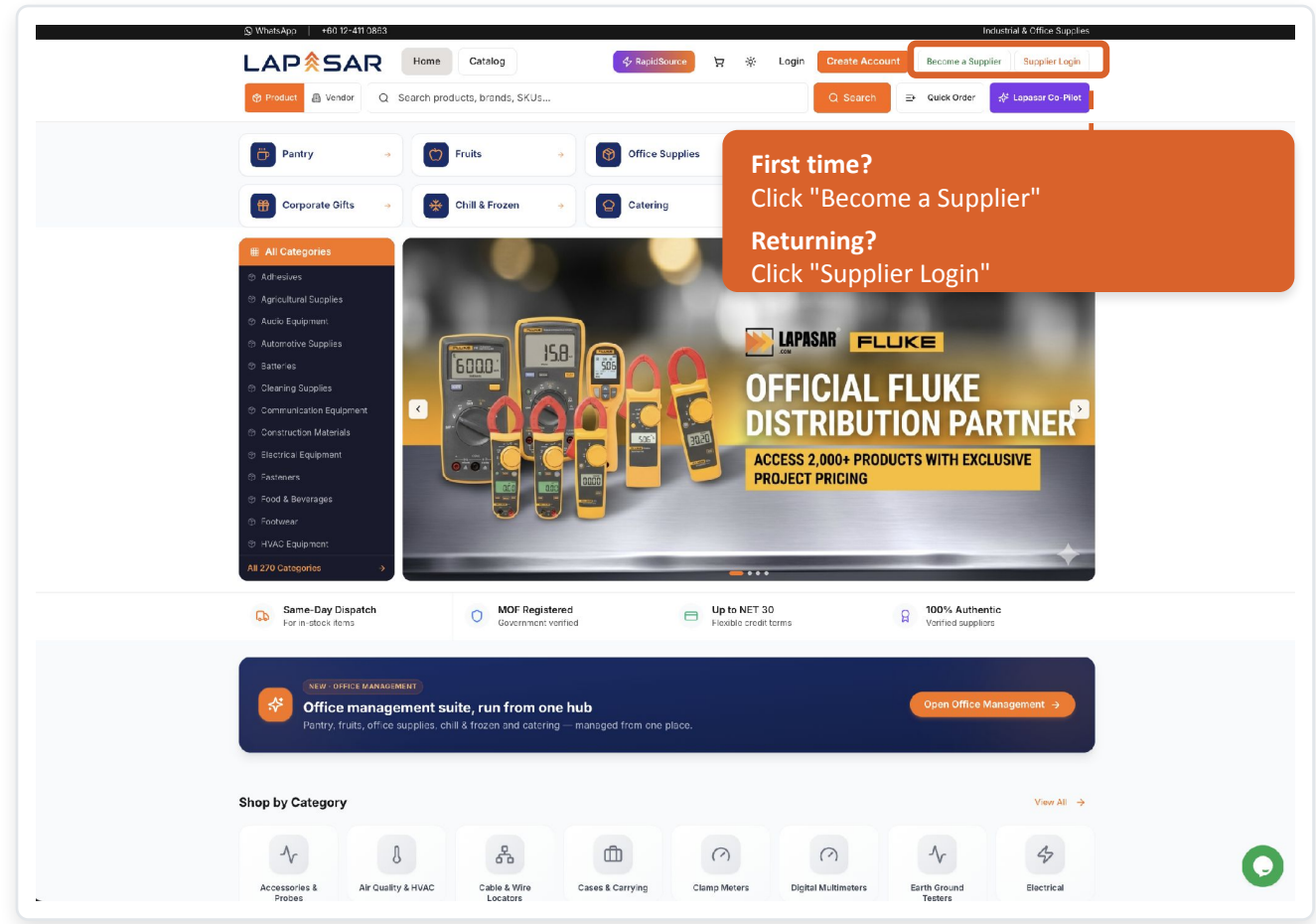
First login

Log in directly with the credentials provided



Forgot password?

Self-service reset, any time, from the login screen



Contact support if: you haven't received your invitation email, or your reset link isn't working.

Stage 2 — Submitting your documents

Two separate moments: applying to join, then verifying once you're in

BEFORE LOGIN

Part A — Apply to join

Apply to Join Our Supplier Network

Complete the form below. Our team reviews every application within 1-3 business days.

Business / Company Name *

ABC Trading Sdn Bhd

SSM Registration Number *

e.g. 1234567-H

Business Email *

Contact Number *

Fill in your business details, then upload your SSM certificate at the bottom of the form.

SSM Certificate *

Upload your Companies Commission of Malaysia (SSM) business registration certificate. Accepted formats: PDF, JPG, PNG.

Click to upload SSM certificate

Submit Application

AFTER LOGIN

Part B — Get verified

Upload your bank header

Once logged in, go to the "Get Verified" page in your vendor portal to upload your bank header -- this is what gets you paid correctly.

Accepted formats: PDF, JPG, PNG

Reviewed in 1-3 business days

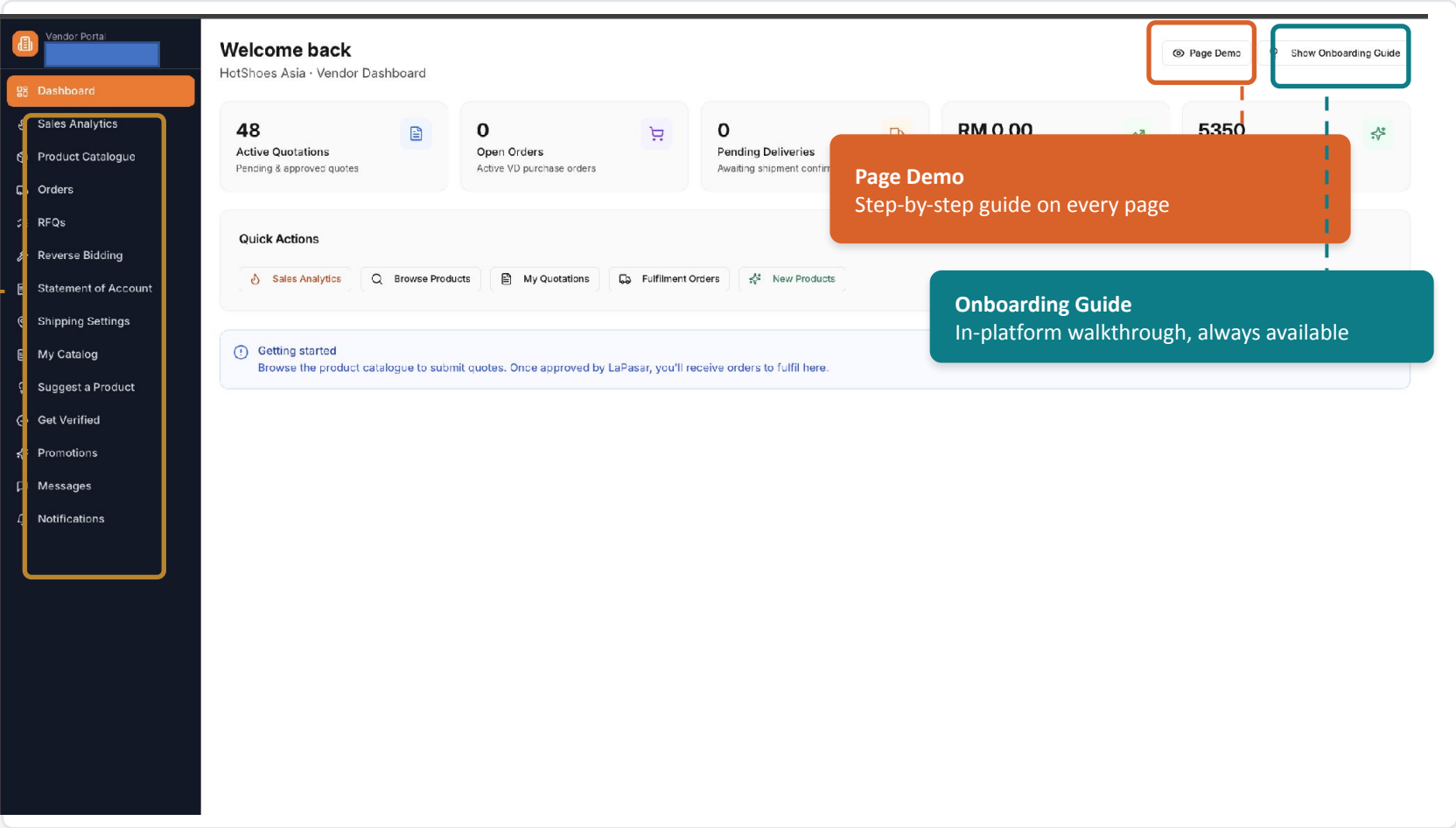
If something's missing, our team will email you with what's needed. (Automatic in-portal notifications are coming soon.)

Your vendor portal — dashboard overview

This is your home base once you're logged in as a supplier

-  **My Catalog**
Your listed products & prices (Bulk upload function)
-  **Suggest a Product**
Propose a new product for the platform
-  **Get Verified**
Upload your bank header here
-  **Orders**
View and manage fulfillment orders

Use the left navigation menu to move between sections — it's always visible on every page.



Stage 3 — Getting your products listed

You don't upload products directly — this keeps naming and categories consistent platform-wide

Quote on existing products

ONE AT A TIME



Suggest a product

Use the "Suggest a Product" tab in the left nav to propose a single new item

BULK UPLOAD

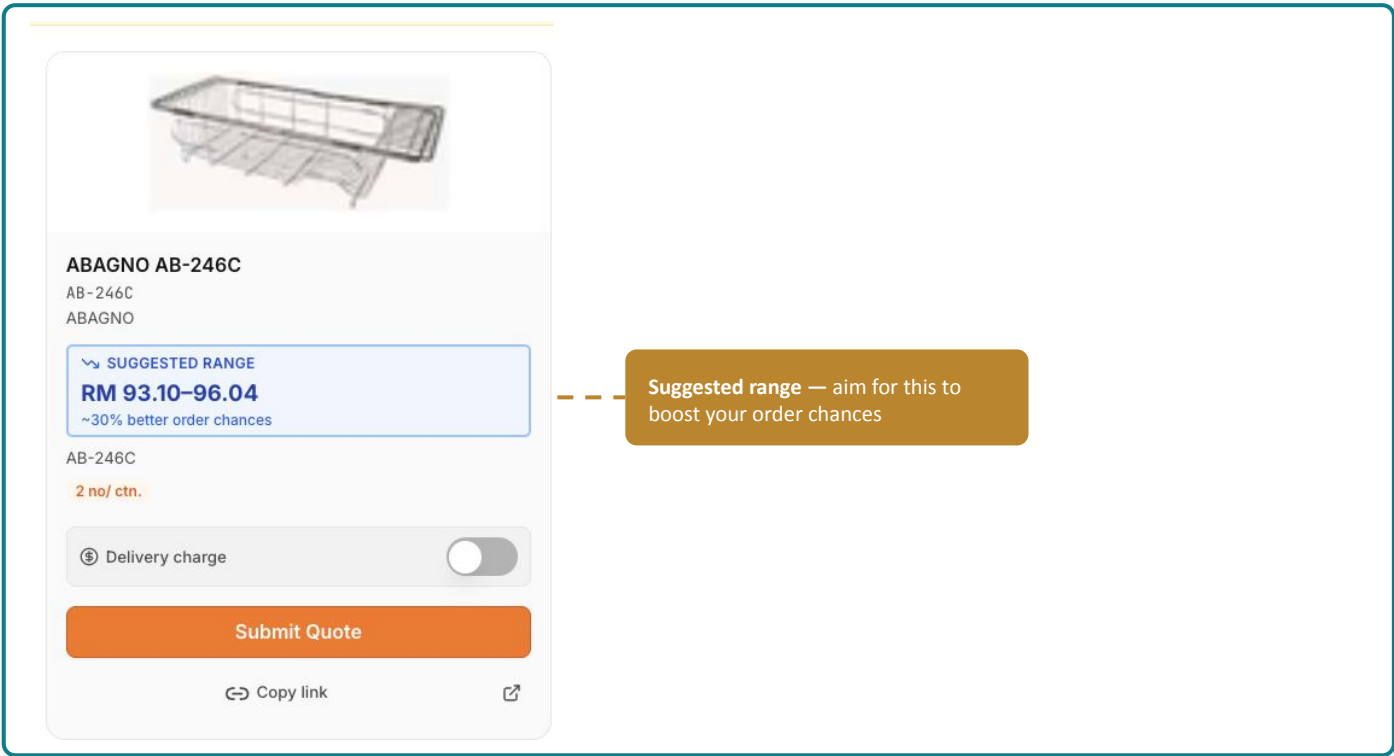
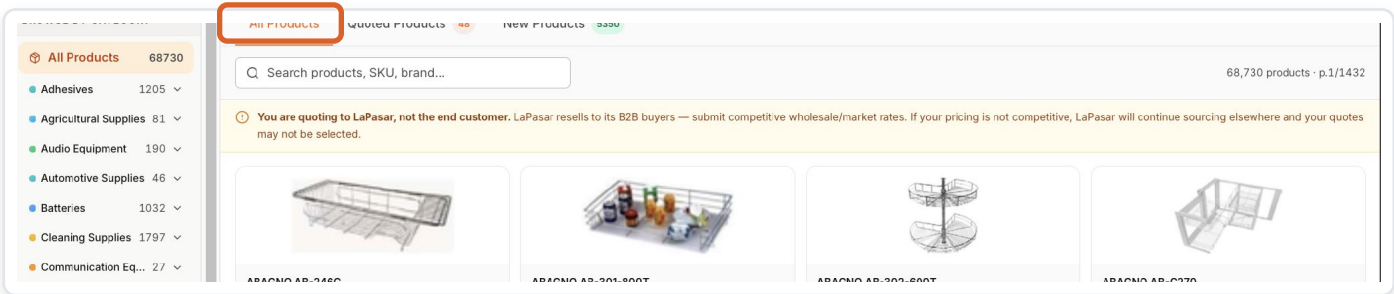


Submit your catalogue under my catalogue function

Send your full price list as Excel or PDF — our team uses AI to clean and format it



Reviewed within 1-2 business days



Suggested range — aim for this to boost your order chances

Managing your prices

What to fill in, what to watch, and what to know about edits



Unit cost (MYR)

Your wholesale price to LaPasar — not what the client sees



Suggested price range

LaPasar shows a competitive range; quoting within it boosts your order chances by ~30%



MOQ & lead time

Minimum order quantity and how many days you need to fulfill



Valid Until date

Set how long your quote is valid — you'll need to renew or it expires



Delivery coverage

Select which Malaysian states you deliver to for this product



Edits need approval

You can edit your price any time, but changes go to LaPasar for backend approval

Multiple vendors can quote the same product — the client chooses who to order from.

When submitting

Submit Quote
ABAGND AB-249C (AB-249C)

Submit your wholesale rate to LaPasar — not to the end customer. LaPasar results to its B2B buyers. Uncompetitive pricing will be skipped in favor of alternative suppliers.

Unit Cost (MYR) *
e.g. 12.50

SUGGESTED RANGE
RM 93.10 - 96.04
Quoting in this range boosts your order chances by ~30%.

MOQ (min qty) 1 Lead Time (days) 7

Volume price breaks (optional)
Offer a cheaper unit cost as buyers order more. Each tier needs a higher minimum quantity and a unit cost no higher than the one above. Up to 3 tiers.

+ Add volume tier

Warranty
☐ No warranty
e.g. 12 Months

Delivery Coverage
Select the states you deliver to.

Peninsular East Malaysia All States

☐ Selangor ☐ Kuala Lumpur
☐ Putrajaya ☐ Johor
☐ Kedah ☐ Kelantan
☐ Melaka ☐ Negeri Sembilan
☐ Pahang ☐ Perak
☐ Perlis ☐ Pulau Pinang

Valid Until
dd/mm/yyyy

Notes

Cancel Submit Quote

After submitting — your quotes

BROWSE BY CATEGORY

All Products 68730 Quoted Products 48 New Products 5350

Q Search quoted products, SKU... 48 quoted products

QM **QA** **Q6** **QA**

QP Memory Matching
SKU-23122827

Active

✓ Update Quote

Active = your quote is live and visible to clients

Edit anytime — price changes go to LaPasar for approval

Stage 4 — Your orders

Find all purchase orders assigned to you here — accept, manage and dispatch

1

Order notification

You're notified when a client places an order — check the Orders tab immediately

2

Click the PO number

Click the blue PO number or 'View' button to open the order detail

3

Download PO & DO

Inside the order: download LaPasar's PO first, then print the Delivery Order (DO) to execute the delivery

4

Mark Dispatched

Once goods are dispatched, press 'Mark Dispatched' — this moves the order to shipping status



Contact support if: you need to correct an order after accepting it (wrong quantity, price, etc).

The screenshot shows the 'Vendor Orders' dashboard. A sidebar on the left contains navigation links: Dashboard, Sales Analytics, Product Catalog, Orders (highlighted), RFQs, Reverse Bidding, Statement of Account, Shipping Setting, My Catalog, Suggest a Product, Get Verified, Promotions, Messages, and Notifications. The main area displays a table of orders with columns for date, PO number, GR code, vendor name, warehouse, items, status, and total. Annotations include: a teal box at the top with the text 'Filter by status — use tabs to find orders at each stage' pointing to the status filter tabs; an orange box around the first PO number 'LPSR034782' with the text 'Click PO number or 'View' to open order detail'; and an orange box around the 'View' button for the first order.

						STATUS	TOTAL	
12 Jun 2026	LPSR034782	GRD-HQA-WQOFZX	NITORI RETAIL (M...	NITORI PAVILION, level 2, ...	Post It Sticky Note 3" x 3" Colo... 2 products, 15 units	Accepted	RM 15.30	View
					LAMINATOR FILM, SIZE: A3, 10... 1 product, 1 unit	Accepted	RM 45.00	View
					Pilot Pen G2 Black 0.5 Black/Re... 6 products, 40 units	Ready to Ship	RM 70.20	View Mark Dispatched
24 Apr 2026	LPSR033915	GRD-RD6LQF43	KPJ Healthcare	LaPasas Warehouse	MAX STAPLER HD-88R / Max / ... 2 products, 101 units	Ready to Ship	RM 96.00	View Mark Dispatched

Showing 1-4 of 4 orders

Understanding your order status tabs

Your Orders page groups every purchase order by status — here's what each one means

Vendor Portal

Dashboard

Sales Analytics

Product Catalogue

Orders7

RFQs82

Reverse Bidding

Statement of Account

Shipping Settings

My Catalog

Suggest a Product

Get Verified

Promotions

Messages

Notifications

Vendor Orders

Purchase orders assigned to you — accept, manage delivery, and upload proof of delivery here

Pending Payment

Lapasar v5 Orders25

Ready to Ship4

Partially Shipped

Shipped

Partially Delivered

Delivered56

GR'd / Received29

Partial GR

GR: Bad

GR: Rejected

Closed

Cancelled6

Sort:

Date ↓ Newest

Client A-Z

ORDER #	BUYER	DELIVERY LOCATION	ITEMS	STATUS	TOTAL	ACTIONS	
1034782	ORD-MQAHUQF2X	NITORI RETAIL (M...	NITORI PAVILION, level 2, ...	Post It Sticky Note 3" x 3" Colo... 2 products, 15 units	Accepted NET 30	RM 15.30	View PO View DO
1034712	ORD-MQ8VHJTSSU	CTOS	CTOS Data Systems Sdn B...	LAMINATOR FILM, SIZE: A3, 10... 1 product, 1 unit	Accepted NET 30	RM 45.00	View PO View DO
1033926 WH	ORD-MC9HMQ4N	Negeri Sembilan C...	Lapasar Warehouse	Pilot Pen G2 Black 0.5 Black/Re... 6 products, 40 units	Ready to Ship Paid	RM 70.20	View Mark Dispatched PO View DO
1033915 WH	ORD-MC6LQF43	KPJ Healthcare	Lapasar Warehouse	MAX STAPLER HD-88R / Max / ... 2 products, 101 units	Ready to Ship NET 30	RM 96.00	View Mark Dispatched PO View DO

Showing 1-4 of 4 orders

Previous

1

Next

PRE-PAYMENT

Pending Payment

For vendors on pre-payment terms — orders wait here until payment is received

AUTO-SYNCD

Lapasar v5 Orders

Synced automatically from our legacy system — no need to check both portals

DELIVERY STAGE

Ready to Ship → Delivered

Once payment terms are set, this is where you manage dispatch through to delivery

CLIENT-LED

GR'd / Received onward

Progresses mainly once client verifies delivery on their end

Stage 5 — Marking shipped & proof of delivery

Inside each order: download, dispatch, and upload your signed DO

1

Download PO & DO

Top right of the order panel — download PO first, then the Lapasar Delivery Order (DO) to print, which contains all the information clients need for receiving

2

Deliver & get DO signed

The client signs and stamps the DO on receipt — this becomes your proof of delivery

3

Mark each item as Shipped

Select courier, enter tracking number, and mark each line item as Shipped

4

Upload signed DO as POD

Upload the signed DO per item — or use 'Bulk POD' to upload one signed DO for the entire order

5

AI reviews your POD

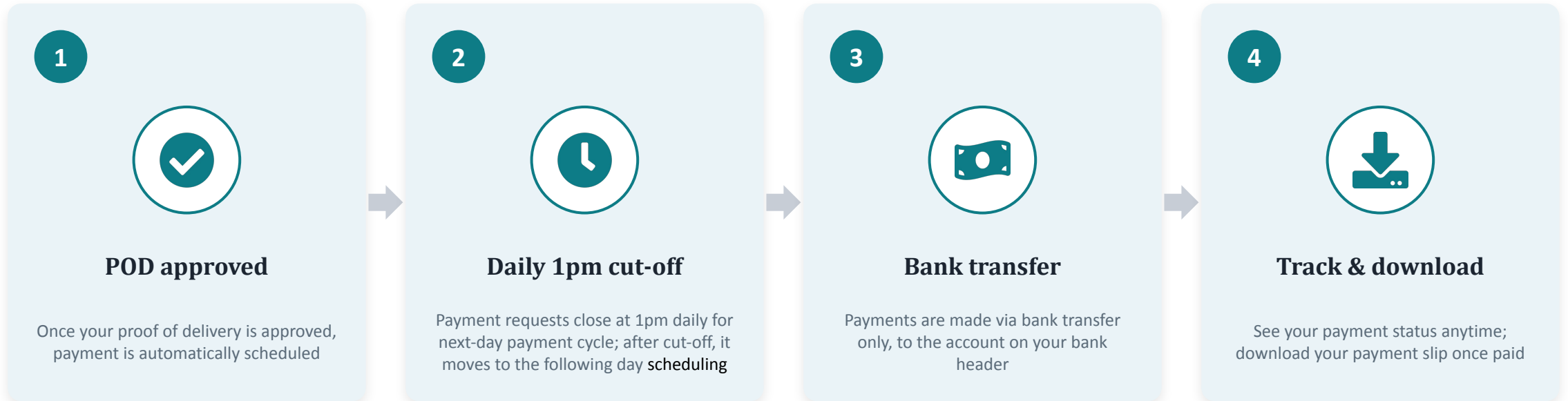
Our AI checks the document same day; unclear PODs go to a human reviewer — you can resubmit anytime (or multiple at a time using bulk POD)

Valid POD = Lapasar's signed & stamped Delivery Order only. Photos or other documents are not accepted.

The screenshot displays the 'Vendor Orders' interface. On the left is a sidebar with navigation options: Dashboard, Sales Analytics, Product Catalogue, Orders (highlighted), RFQs, Reverse Bidding, Statement of Account, Shipping Settings, My Catalog, Suggest a Product, Get Verified, Promotions, Messages, and Notifications. The main area shows a list of orders. One order is selected, showing details for 'LPSR034782' (Accepted, NET 30). A teal callout box says 'Download PO then DO here before dispatching'. Below the order details, there's a 'PAYMENT' section with 'Terms: NET 30 Days'. The 'ITEMS — MARK SHIPPED & UPLOAD POD' section includes a dropdown for 'Select courier' and a 'Bulk POD' button. Below this, there's a table of items. The first item is 'Post It Sticky Note 3" x 3" Colour' (SKU: RVP-7747-P570885), with a quantity of 5. It has a 'Shipped' status and a tracking number '990104025412162'. A red box highlights the 'Shipped' button and the tracking number input field. A second item is 'Max Staples NO.10-1M / MAX / STAPLES / BULLET / NO. 10-1M / MAX 10-1M / MAX STAP-ES NO.10-1M' (SKU: MNSXES0H-020-FF770A3D), with a quantity of 10. It also has a 'Shipped' status and the same tracking number. A red box highlights the 'Shipped' button and the tracking number input field. A red callout box says 'Bulk POD — one signed DO for the whole order'. Another red callout box says 'Mark each line item Shipped with courier + tracking if you're using courier, if not, submit proof of delivery using lapasar's DO to change the status of the product line to shipped'. At the bottom right, there's a 'We Are Here!' logo.

Stage 6 — Getting paid

Track every payment in real time, right on the portal



Contact support if: a payment is overdue beyond the expected schedule, or your bank details have changed.

Submitting your invoice

Your Statement of Account is where you upload invoices and track every payment

1

Upload your invoice

Once an order is Delivered, upload the invoice against that PO in Statement of Account

2

Payment joins the queue

Invoices are processed in the order they're submitted — first submitted, first paid

3

Need cash sooner?

Eligible invoices can request early payment right from this screen

Look for the ⚡ **Eligible for Early Payment** tag on any row — it means you can request early payout on that invoice

Dashboard

Sales Analytics

Product Catalogue

Orders

RFQs

Reverse Bidding

Statement of Account

Shipping Settings

My Catalog

Suggest a Product

Get Verified

Promotions

Messages

Notifications

Statement of Account

Overview of all purchase orders, GR status, and payment history

Total Invoiced

RM 35,432.60

89 purchase orders

GR's (Fully Accepted)

RM 0.00

Buyer confirmed receipt

Total Paid

RM 9,234.10

Payment confirmed

Outstanding (GR's, Unpaid)

RM 0.00

GR d orders awaiting payment

In Progress

RM 30,364.45

Shipped / delivered / partial GR

66 orders eligible for early payment

Ease your cash flow, get paid within 24 hours!

Get paid now — skip the wait

Only -3% flat discount - No hidden fees - Look for the ⚡ Eligible rows below

All Orders (89)

GR's Only (0)

Unpaid (GR d) (0)

Paid (19)

PO Number	Order	Buyer	PO Date	GR Status	GR Date	Payment Terms	Amount	Invoice	Payment
LPSR034762	DRD-MCAHJGCFX	NITORI RETAIL (MAI...	12 Jun 2026	In Progress	—	NET 30 Days	RM 15.30	Upload Invoice	Pending
LPSR034712	DRD-MQ8VHJTSU	CTOS	11 Jun 2026	In Progress	—	NET 30 Days	RM 45.00	Upload Invoice	Pending
LPSR034596	DRD-MP2DSEDA8C	MEA Real Estate Ed...	06 Jun 2026	Delivered	—	NET 30 Days	RM 124.50	Upload Invoice	Pending ⚡ ELIGIBLE FOR EARLY PAYMENT Upload invoice to unlock early payment
LPSR034598	DRD000T7-MGI	CTOS	05 Jun 2026	Delivered	—	NET 30 Days	RM 54.00	Upload Invoice	Pending ⚡ ELIGIBLE FOR EARLY PAYMENT Upload invoice to unlock early payment
LPSR034461	DRD-MPEYFV2	TM Technology Serv...	21 May 2026	Delivered	—	NET 30 Days	RM 16.50	Upload Invoice	Pending ⚡ ELIGIBLE FOR EARLY PAYMENT Upload invoice to unlock early payment
LPSR034252	DRD-MPOTJ3FK	KRJ Healthcare	12 May 2026	Delivered	—	NET 30 Days	RM 403.00	Upload Invoice	Pending ⚡ ELIGIBLE FOR EARLY PAYMENT Upload invoice to unlock early payment
LPSR034240	DRD-MOXRS8KE	KRJ Healthcare	12 May 2026	Delivered	—	NET 30 Days	RM 108.00	Upload Invoice	Pending ⚡ ELIGIBLE FOR EARLY PAYMENT Upload invoice to unlock early payment
LPSR034227	DRD-MPOYBRDR	KRJ Healthcare	12 May 2026	Delivered	—	NET 30 Days	RM 40.05	Upload Invoice	Pending ⚡ ELIGIBLE FOR EARLY PAYMENT Upload invoice to unlock early payment
LPSR034226	DRD-MPOYDEYO	KRJ Healthcare	12 May 2026	Delivered	—	NET 30 Days	RM 4.50	Upload Invoice	Pending ⚡ ELIGIBLE FOR EARLY PAYMENT Upload invoice to unlock early payment
LPSR034225	DRD-MPOYDEYO	KRJ Healthcare	12 May 2026	Delivered	—	NET 30 Days	RM 91.20	Upload Invoice	Pending ⚡ ELIGIBLE FOR EARLY PAYMENT Upload invoice to unlock early payment

Optional — requesting early payment

Need cash flow sooner? You can request early payment, per invoice

How it works

- Standard terms are 30 days from invoice
- Request early payment on a specific invoice, any time before it's due
- A 3% prompt payment discount applies to that invoice
- Your net payout reflects this automatically -- no manual calculation needed

Worked example

Invoice amount	RM 1,000
Platform commission (10%)	– RM 100
Early payment discount (3% of net)	– RM 27
Net amount you receive	RM 873

Commission (10%) is deducted first, then the 3% early payment discount applies to the net. Your actual commission rate is set during onboarding.

Staying active — keeping documents current

What happens if your registration or bank details expire



You can keep operating

Listing products, receiving orders, and fulfilling deliveries **are unaffected** by an expired document.



Payment will be held

Payment can only proceed with **active, valid documentation** on file. Orders will stack up at the payment stage until renewed.

Renew your documents proactively on the portal to avoid any disruption to your payment schedule.

When to reach out

Most of your journey is self-serve. These are the moments worth a message to support.



Missing invitation or reset link

Didn't receive your invite email or password reset



Document questions

Unsure what's missing after a submission



Catalogue submission status

Bulk upload taking longer than 1-2 business days



Order corrections

Need to fix quantity, price, or details after accepting



Overdue payment

Payment is late beyond the expected schedule



Document renewal

Registration or bank docs need updating

Need help now? Contact Collin Ng

+60 12-894 3298 • collin@lapasar.com • or ask our AI chatbot for the vendor service team

For everything else -- onboarding, listing products, orders, deliveries, and payments -- the portal has you covered.