

GROUP DGP PROCUREMENT

dropee supplier user guide



TABLE OF CONTENT

1 Objectives

2 Overview & New Ways of Working

3 Application Deep Dive

Support Contact

Objectives

The purpose of this document is to provide an overview and step-by-step training to navigate through Dropee as well as the capability to perform procurement functions on the marketplace.

The contents curated in this document allows the suppliers to achieve the following:



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



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



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



OVERVIEW & NEW WAYS OF WORKING

Introduction to dropee

Dropee is a B2B e-Commerce platform that enables suppliers to track orders, acquire new customers, manage product inventory & gain business insights.

Together, we are on mission to scale your business and prepare you towards the digital economy.

- PETRONAS@Dropee is a "customized platform" of the Dropee marketplace.
- It is a "closed ecosystem" for PETRONAS buyers and PETRONAS registered Suppliers.
- The platform is currently serving a portion of the PETRONAS procurement categories. Therefore, only PETRONAS registered suppliers who are serving those categories will have access to PETRONAS@Dropee.
- This new PETRONAS Procurement process will benefit many, especially the suppliers through:
 - Streamline of paperwork and transparent processes
 - Promotion of business and products directly to the decision makers
 - Faster payment disbursement
 - Assistance and support from multiple accessible partners
 - Easy management of business clients on one single platform



New Ways of Working

Cross Functional Collaboration



Proactive Ownership



5) T

Embrace Technology



The online and integrated
B2B procurement platform
provides suppliers the
opportunity to collaborate with
PETRONAS more efficiently.

Suppliers are empowered to manage their own accounts, including product, price, shipping and other settings.

Suppliers are encouraged to adopt an open mindset and actively utilise the new platform to drive procurement activities and elevate ways of working.

PETRONAS Supplier Eligibility & Verification



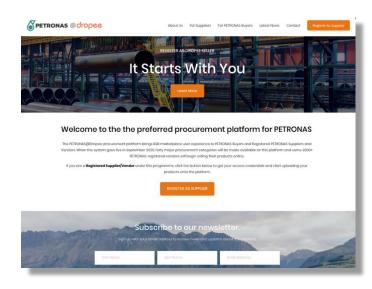
The **PETRONAS@Dropee** platform will be going "LIVE" sometime in **Q3-Q4 of 2020**.

2

The **Product Upload function** (for Registered Suppliers) will be accessible from 22 June 2020 onwards.

3

Register your company on our launch page at "petronas.dropee.com" and follow the Registration Process.



Platform Launch Page petronas.dropee.com

Go to petronas.dropee.com

using any browser

Fill up and submit the Supplier Registration Form

Dropee will validate your PETRONAS License Validity

If the license is valid, you will receive login instructions from Dropee via email BEFORE 22 June 2020

What to Expect?

- The PETRONAS@Dropee platform is a B2B marketplace.
- If you have experience promoting your products on AliBaba or eWorldTrade, or even Lazada or Shopee, then working on the Dropee platform is just as easy.
- The top 5 tricks of "getting noticed" on a B2B Platform include:
 - 1. Display good pictures of your product (have more than 1 image for your products).
 - 2. Name your product clearly (such as Model numbers).
 - 3. Provide clear description of the product (including dimensions, warranty information, shipping information etc.).
 - 4. Attach supporting images of product brochures.
 - 5. Competitive pricing.

Some Important Terminology That You Should Know

Term	Definition	What You Should Know
Material Category Code	A code given for a group of materials or products that a supplier can supply to PETRONAS.	As a Registered Supplier, your PETRONAS License will state the Category Code in which you are permitted to supply under.
Material Name	Material Name is the official PETRONAS description of items in its procurement catalog. Example: "T-SHIRTS, ROUND NECK, COTTON, WO COLLAR"	This description is standardized and if you supply this item – you should follow the Material Name, Description and Specifications.
Material Code or BIN Number	Material Code (or BIN Number) is the code that PETRONAS use to refer to a "Material Name": Example: BIN Number "50711403" refers to "T-SHIRTS, ROUND NECK, COTTON, WO COLLAR"	When you wish to UPLOAD a product into your Dropee catalog, you need to specify the Material Code/BIN Number.

Preparing Your Product Information

- Before uploading your products on the Dropee platform, you will need to prepare all your product's information and images.
- We recommend you do this PRIOR to logging on Dropee for the first time.
- Here is checklist of information you need to collect.
 - 1. Product Details
 - 2. Product Description and Specifications
 - 3. Product Packaging and Quantities
 - 4. Product Prices



TIP: PLEASE DOWNLOAD THE DROPEE PRODUCT UPLOAD TEMPLATE GUIDE (WORD DOC)



It should have been sent together with this Guide. Otherwise, click here. https://bit.ly/punchout-supplier

- EACH product that you plan to list on the Dropee platform will need to include all information within the template.
- Once you receive your login instructions, you will be able to upload the products directly on the Dropee platform.



APPLICATION DEEP DIVE

Procurement in dropee

General Functions

1

Product Upload & Activation

2

Upload & Manage Product Image

3

View & Search Your Products

Suppliers will learn how to upload products and activate products

- Prepare product info based on "Dropee Product Upload" template.
- Click the "Add Product" button.
- Find the Material Number or BIN.
- Fill up and complete the Product form.
- Submit the form.
- Repeat for all products you wish to sell on the platform.

Suppliers will learn how to upload images of the product, select feature image, delete image and save image set.

- Find and Click the "+Images" button.
- Drag-and-drop images into the form.
- Choose a "Feature Image".
- If necessary, delete images or reupload images.
- Submit the images.

Suppliers will learn how to search for their product created, edit product and delete product.

- Search a Product under the "Products" menu.
- Edit a Product.
- Delete a Product.

APPLICATION DEEP DIVE

General Functions

Product Upload & Activation

2 Upload & Manage Product Image

View & Search Your Products

General Functions

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

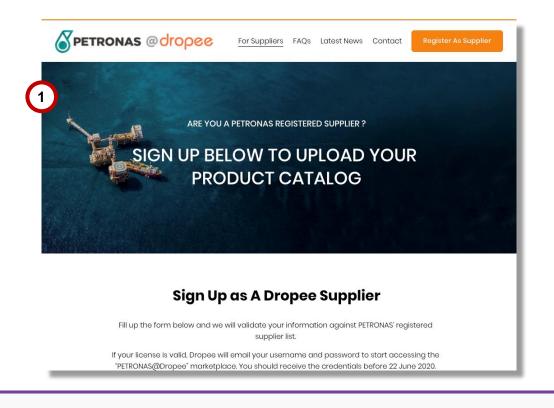
LEARNING OBJECTIVES

Suppliers will learn how to submit supplier registration form and login to their Dropee account.



Submit Supplier Registration Form





1 Go to petronas.dropee.com/for-suppliers using any computer browser.
Scroll down.

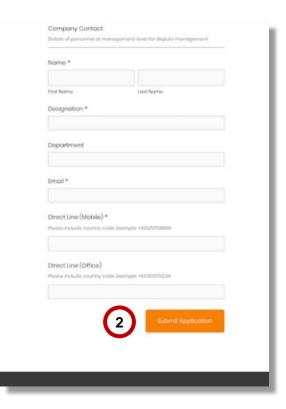


- We are required to **VALIDATE** your **PETRONAS License**, prior to releasing your username and password on PETRONAS@Dropee platform.
- As such, we need you to fill up an online form available at petronas.dropee.com.
- Our support team will manually check each submission.
- If all the details are complete and valid, the support team will create an account on the platform and an email will be released to your email address.

Submit Supplier Registration Form







Fill up the form and press "Submit Application"

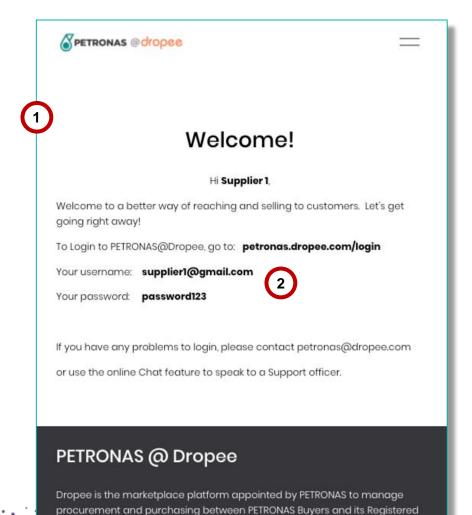
Note: Our Dropee Support and Ops team will validate your PETRONAS license (manually) and create a User Account. Please allow upto 4 days for your Welcome Email to arrive.



- We are required to **VALIDATE** your **PETRONAS License**, prior to releasing your username and password on PETRONAS@Dropee platform.
- As such, we need you to fill up an online form available at petronas.dropee.com.
- Our support team will manually check each submission.
- If all the details are complete and valid, the support team will create an account on the platform and an email will be released to your email address.

Receive Welcome Email





Suppliers and Vendors.

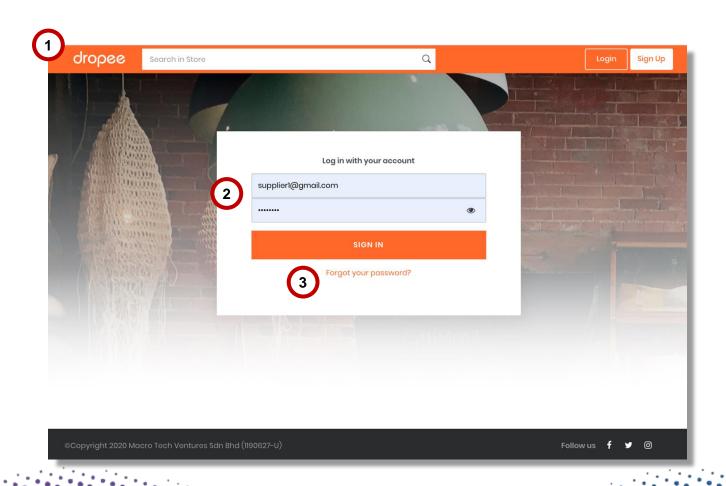
- The Welcome Email will be sent to the email address supplied during your online registration
- Your Dropee username and password is clearly stated in the email.

(Feel free to change your password once you have logged in)

Note: Dropee maintains a "positive reputation" email rating on the Internet which allows you to receive our emails in your Inbox easily. But sometimes, our emails still end up in your SPAM box. Please check your SPAM box in case the Welcome email ends up there.



Login



Make sure you have your username and password ready.

Go to petronas.dropee.com/login using any computer browser. You will be directed to the login page.

Type in your username and password.

- ² Click on the **Sign In** button.
- Should you forget your username or password, click on the "Forget your password" link.

APPLICATION DEEP DIVE

General Functions

Product Upload & Activation

2 Upload & Manage Product Image

View & Search Your Products

Product Upload & Activation

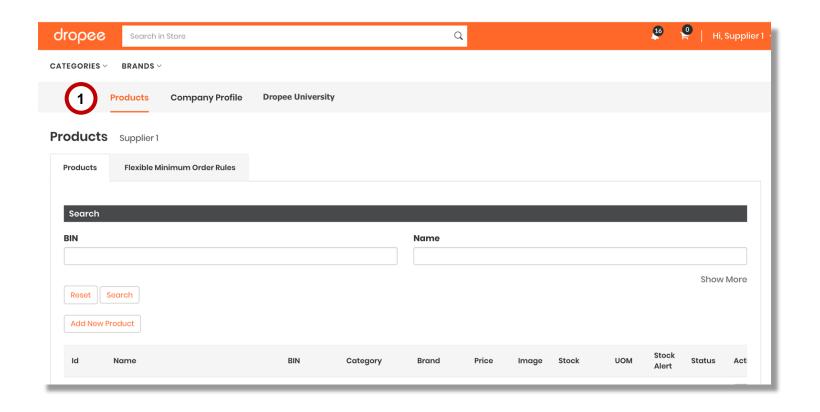
This section allows suppliers to upload product and activate product on Dropee platform.

LEARNING OBJECTIVES

Suppliers will be able to search and use product template based on Material Number or BIN, fill up the product information form and activate product.



Add New Product



There are limited functions available to suppliers prior to the system full go-live.

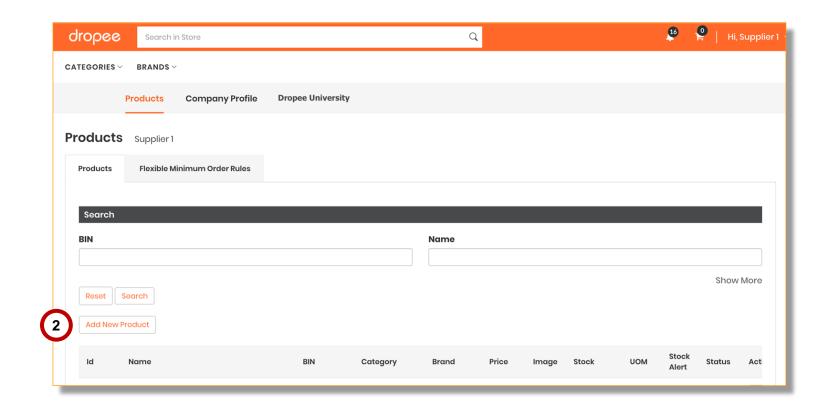
Click on the **Products** menu.

- Upload Products
- Update your Company Profile
- View and learn from Dropee University



Once the system is fully operational, we will email additional User Guides to Advanced Functions such as Receiving Orders, Making Deliveries, Receiving Payments, etc.

Add New Product

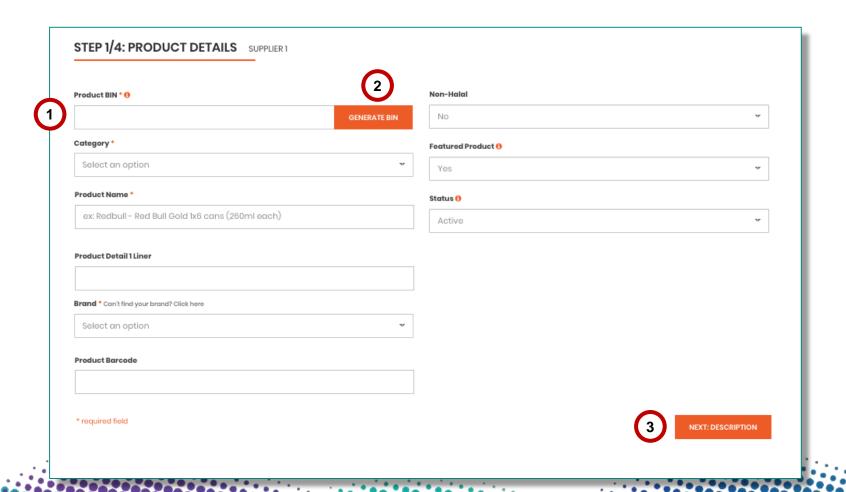


Once you have successfully logged into the platform, you are now reading to start uploading your products. At this point, you should have all your product information and product images ready (as mentioned in page 12).

At the Product page, click on the **Add New Product** button.

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

Search BIN



- At the top of the **Product Details** form, type-in the

 Material Code (or BIN Number)

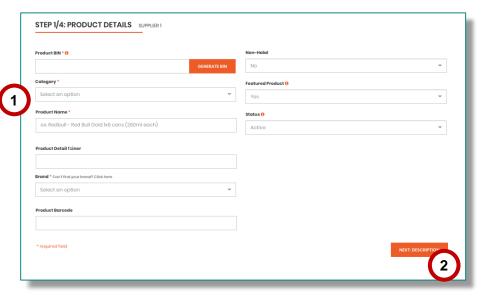
 for your product.
- Click the **Generate Bin** button.

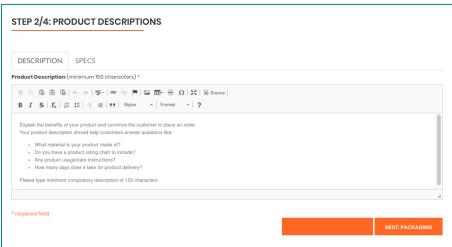
The system will SEARCH in our database and if it finds the correct code, the system will pre-fill the following fields:

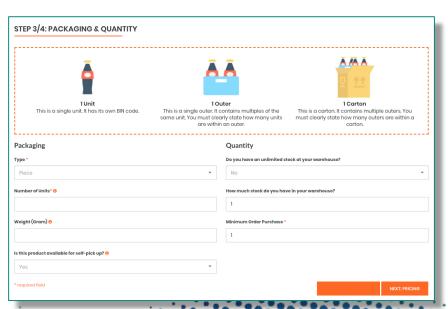
- Category
- Material Name
- Product Barcode
- Click for "Next Description".

Fill in All Product Sections









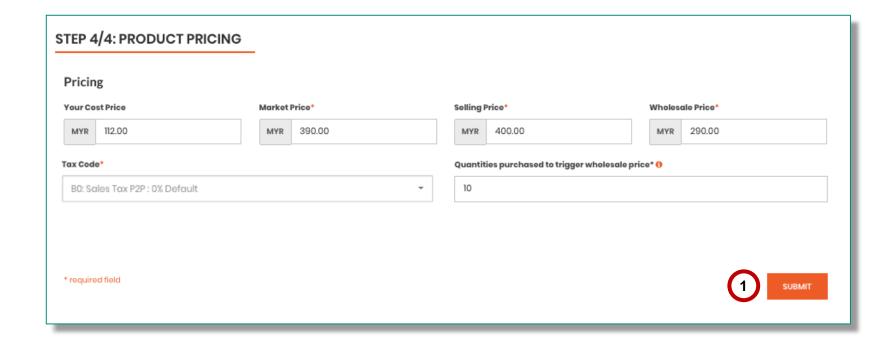
- Fill up the rest of the form in the Product Details section following your **Product Upload template**.
- Click on **Next** button to move to the next section.

There are 3 other sections to fill:

- Product Description
- Packaging & Quantity
- Product Pricing

Fill up the fields in those sections. Press **Next** to move to the next section.

Complete Product Form



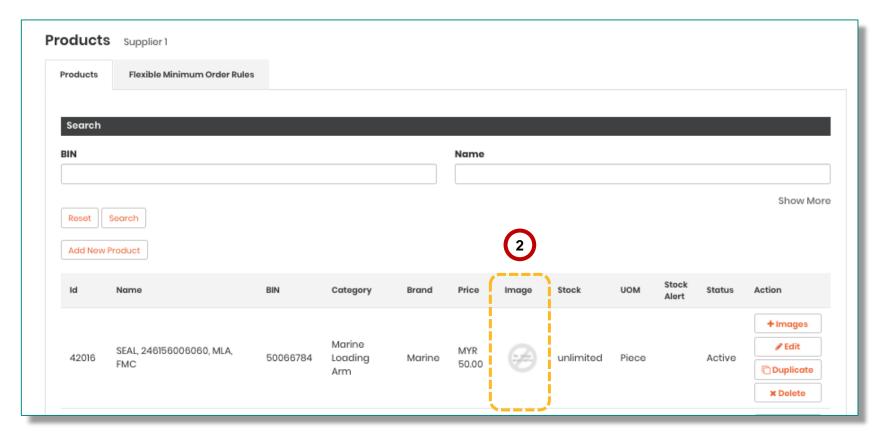
At this point, you are in the final section of the Product upload form. You are at the **Product Pricing** section.

Fill up all the information.

Click the **Submit** button.

If everything is okay, the system will return you to the Product Listing page.
Otherwise, the system will ask you to amend certain fields.

Complete Product Form



Upon completing all required information, the system will return you to the Product Listing page.

You are now ready to upload your product images.

No image yet

APPLICATION DEEP DIVE

General Functions

Product Upload & Activation

Upload & Manage Product Image

View & Search Your Products

Upload & Manage Product Image

This section allows suppliers to upload and manage product images.

LEARNING OBJECTIVES

Suppliers will be able to upload images of the product, select feature image, delete image and save image set.



Add Image

Products	Flexible Minimum Order Rule	s									
Search											
BIN					Name						
Reset Add Nev	Search v Product										Show Mo
Id	Name	BIN	Category	Brand	Price	Image	Stock	MOU	Stock Alert	Status	Action

At the product listing page, go to the end of the list. You will find 4 Action buttons:

- I. + Images
- 2. Edit
- 3. Duplicate
- 4. Delete

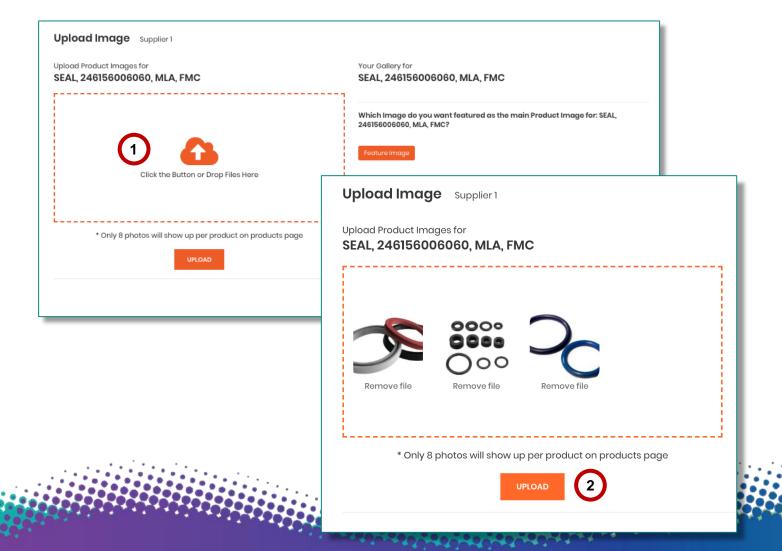
Click on the **+ Images** button. This will open the **Upload Image** form.



Sometimes in smaller display screens, the Action button appears "off the screen". Just use your mouse or trackpad to scroll to the right of the page – and you will see the Action buttons.

Drag and Drop Images





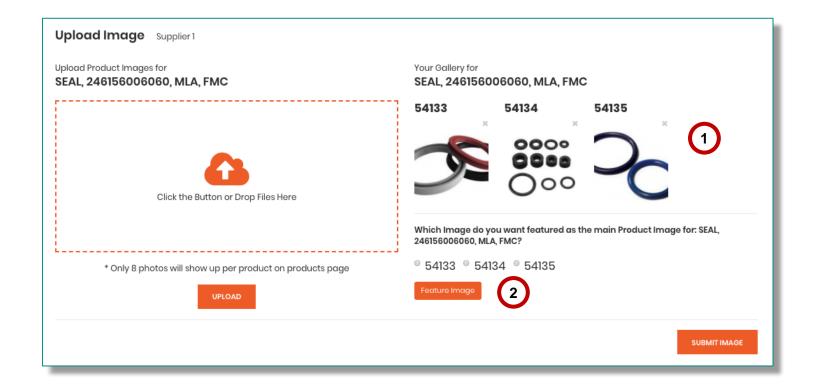
If you have your images on your desktop or folder, **click** and drag the image into the dotted box.

Repeat until you have inserted all your images for the product.

Then, click on the **Upload** button.

Select Feature Image

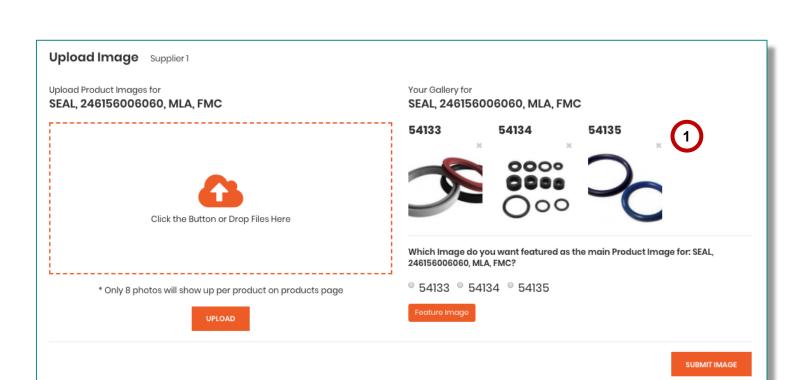




- Once the upload is complete, you will see your images appear with numbers assigned to each.
 - Choose an image that will become your **Feature Image** and click (the radio button of) the number corresponding to it.
- 2 Click the **Feature Image** button.

The **Feature Image** you chose will move left towards the first space on the list.

Delete Image

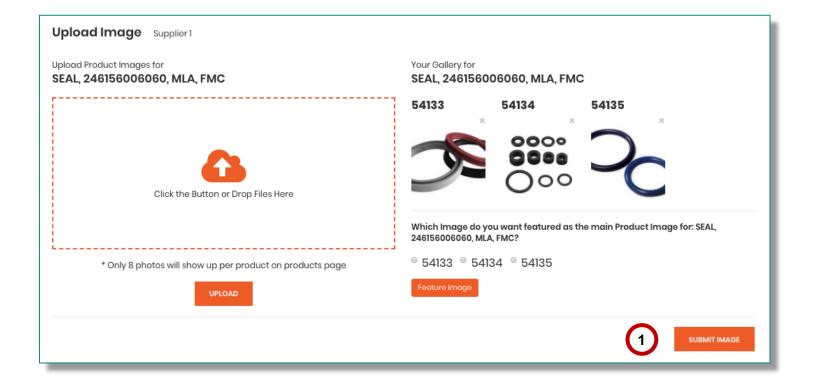




If there is an image you wish to delete, simply click on the **tiny grey X** button on the top right of that image.

The image will just disappear from the list.

Complete Image Setting

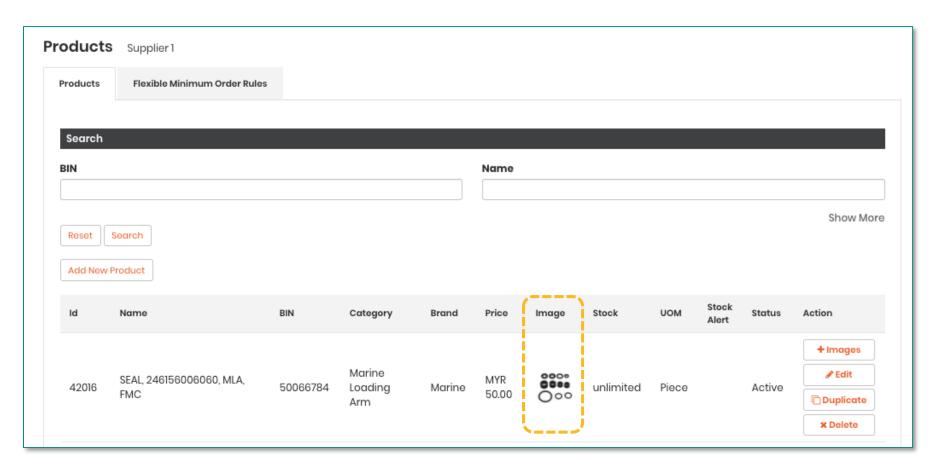


Once you have completed your product image uploads and selected your Feature Image, click on the **Submit Image** button.

This will take you to the **Product Listing** page.

At this point, you have successfully uploaded and activated a product with images. You can repeat the process for other products.

Complete Image Setting



Featured Image appears here

APPLICATION DEEP DIVE

1 Product Upload & Activation

- 2 Uploading & Activating a Product
- 3 Uploading & Managing Product Images
- 4 Viewing & Searching Your Products

View & Search Your Products

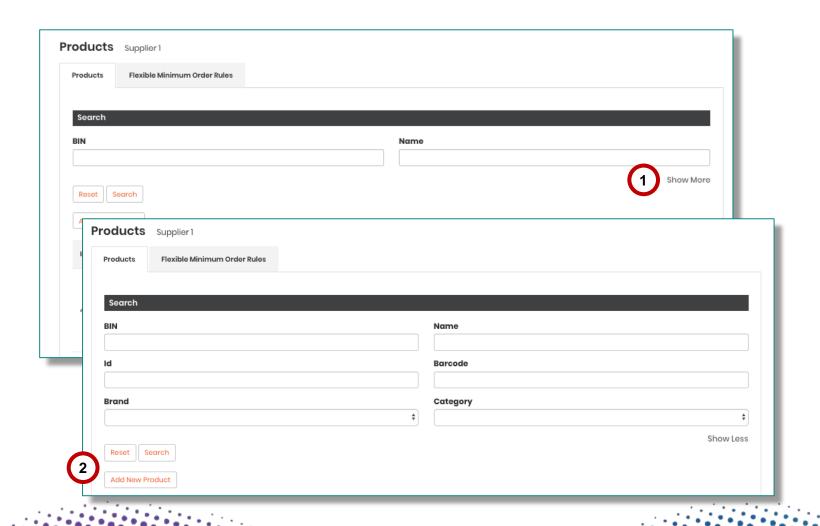
This section allows suppliers to view and search for products that has been uploaded into the Dropee platform.

LEARNING OBJECTIVES

Suppliers will be able to search for your product created, edit product and delete product.



Search Product



At this point, you may have many products uploaded. You can use the Advance Search function to find your product.

At the Product Listing's Search Bar, click the **Show More** button.

The form will drop and show more fields to search from.

Once you have entered your search criteria, press the **Search** button.

Results will be listed below.

Edit Product

Name	BIN	Category	Brand	Price	Image	Stock	иом	Stock Alert	Status	Action
		Heating, Ventilation & Air Conditioning (HVAC) Equipment & Spares	Sunon	MYR 400.00	8	unlimited	Piece			+ Images
FAN,CO,SUNON,PMD2412PMB1A,24V,18W	51228864								Active	∂ Edit
									Active	Duplicate
										× Delete
FAN,CO,MLA,CCW6818DDSR,220V,190W	51253699	Heating, Ventilation & Air Conditioning (HVAC) Equipment & Spares	JencoFan	MYR 320.00		unlimited	Piece		Active	+ Images
										∂ Edit
										Duplicate
										* Delete
	50668454	Uniform & Accessories	AAA	MYR 60.00	Ť	1000	Piece		Active	+ Images
SHIRT, SHORT SLEEVE										∂ Edit
STIRT, STORT SEELVE										Duplicate
										× Delete

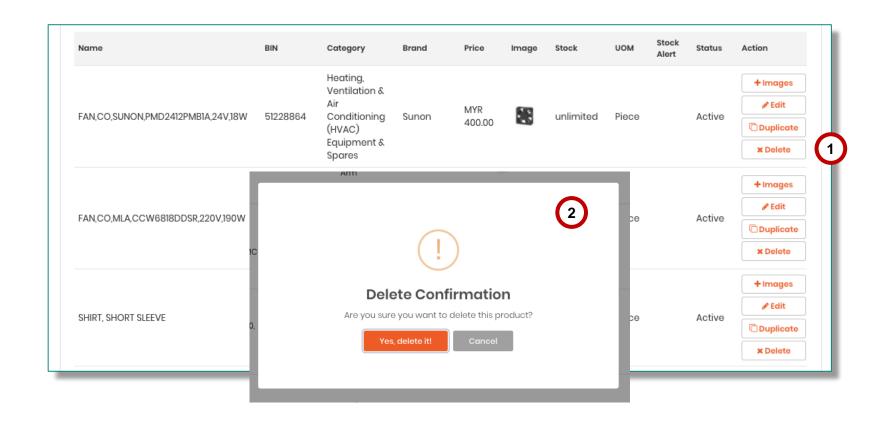
To edit a product, simply browse for it, or use the **Search** function.

Once you have found the product, click the **Edit** action button at the end of the product row.

This will open up the **Product Information** page.

You may edit the details, description or images of the selected product.

Delete Product



To delete a product, simply browse for it, or use the **Search** function.

Once you have found the product, click the **Delete** action button at the end of the product row.

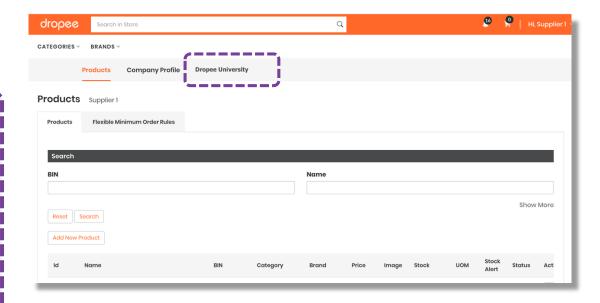
A Prompt pop-up window will appear to confirm your action. Select delete.



SUPPORT CONTACT

Dropee University?

- Dropee University is a collection of "How To Do Things on Dropee"
- Each topic will give you a Step-by-Step process to sell better on Dropee.
- It has an extensive list of topics ranging from the very basic to very advance level of usage:
 - Example of Advance level:
 - "How to Apply for Invoice Factoring?"
 - "How to setup Store Banners" on your Store Profile page.
- You can click on the "Top Menu" to access Dropee University.



- Dropee University is only accessible AFTER login.
- Dropee updates content for Dropee University quite frequently. So checkout for any new updates!

Petronas-Dropee DO'S & DON'TS







Do follow the instructions in **Dropee Product Template**. It will help you with Product uploading later.



Do not confuse yourself between **Dropee Open Marketplace and PETRONAS-Dropee Marketplace** – which is a customised version of our platform. While you can sell on both – they have different features and functions.



Do fill in the **4 types of prices** in the Product form. It will help with your sales report generation later.



Once you receive the access credentials, do not share your username and password to others.
Only authorized personnel in your company should have it.



Identify main focal in your company should have access to the marketplace. The person should have an active email address, phone number and authorized to receive orders and ensure delivery and fulfillment.



Do not forget to renew your PETRONAS license before the expiry date. Else your product will be delisted from the buyer's view (it remains in your catalog – but not searchable by the buyer).



SUPPORT CONTACT

Support Contact

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



E-MAIL:

petronas@dropee.com



CALL:

FORM

+60 11-6978 8813



FEEDBACK: http://petronas.dropee.com/contact

THANK YOU