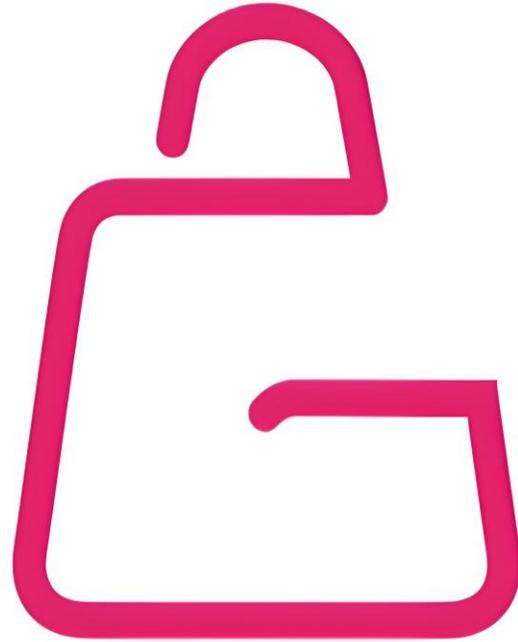


We FOCUS on bringing



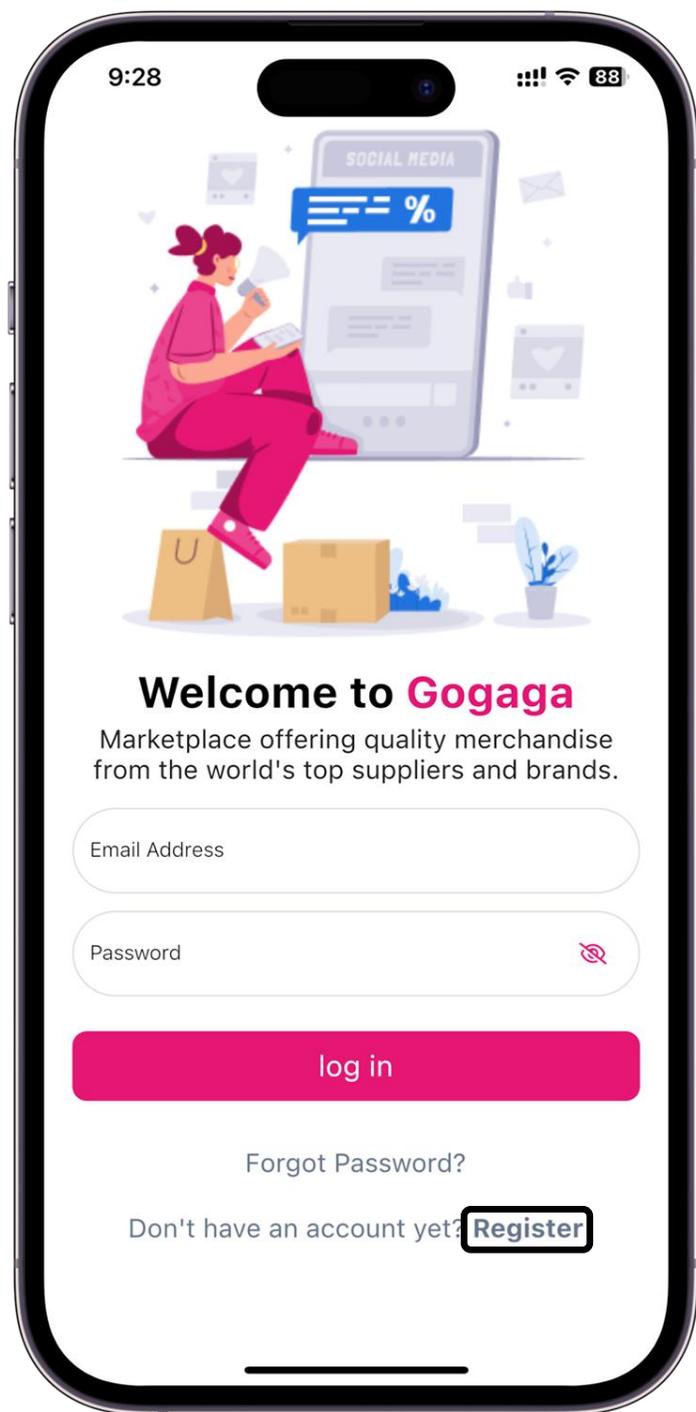
communities closer to you

Contents

- Registration
- Buyers' Guide
- Home-Based Sellers' Guide
 - Creating a New Deal
- Group Buy Sellers' Guide
 - Creating a New Deal

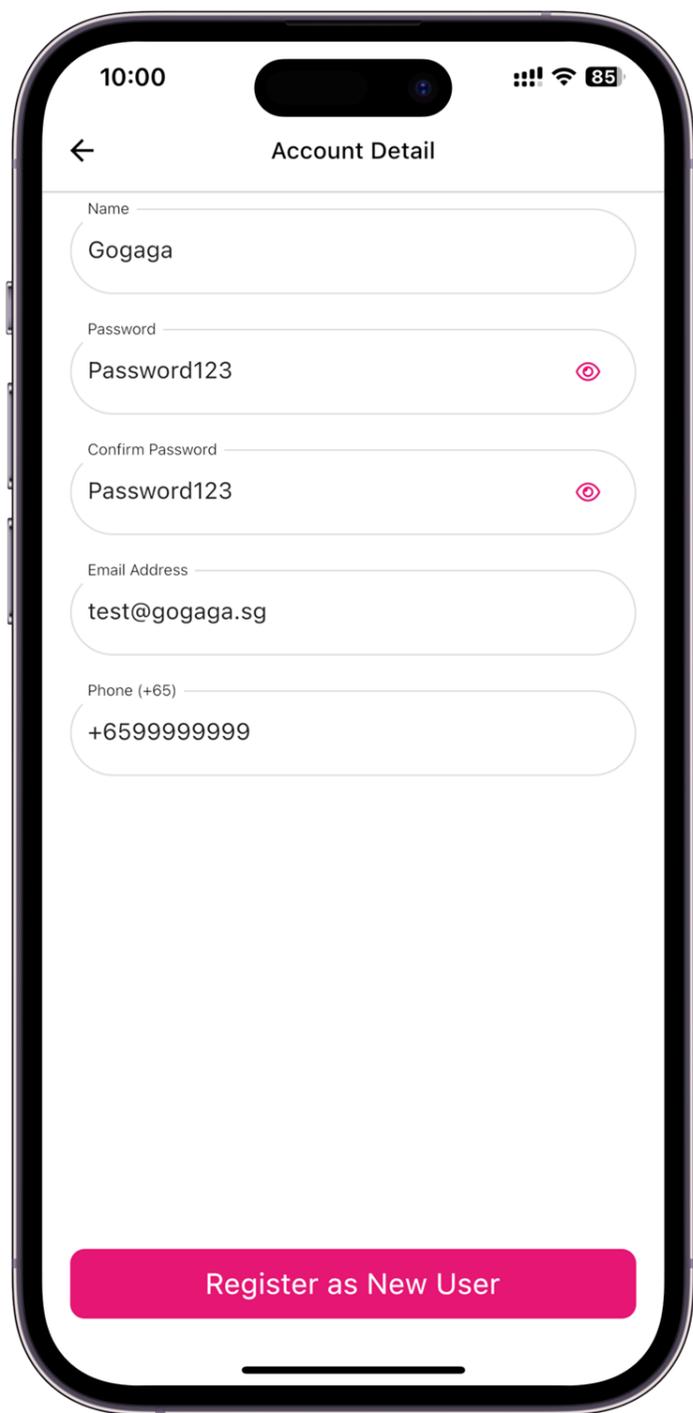


Account/s
Register



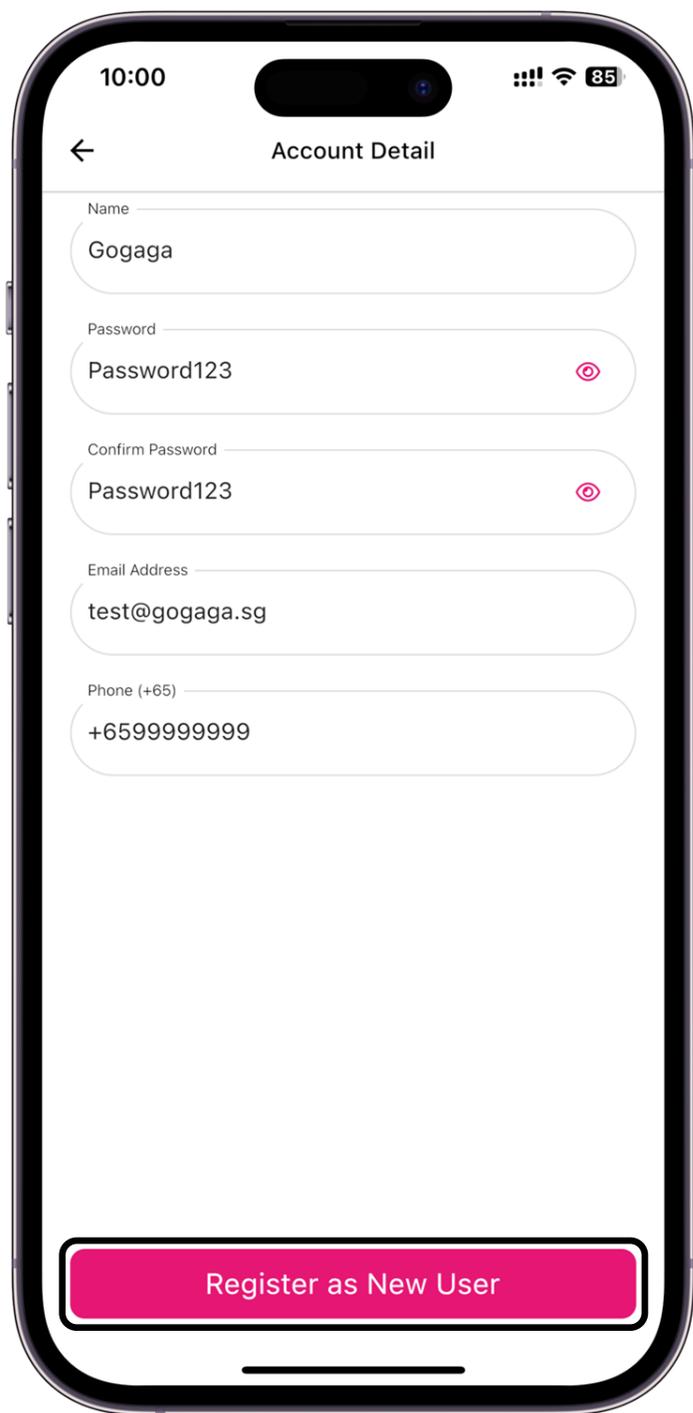
1.01

Click "Register"



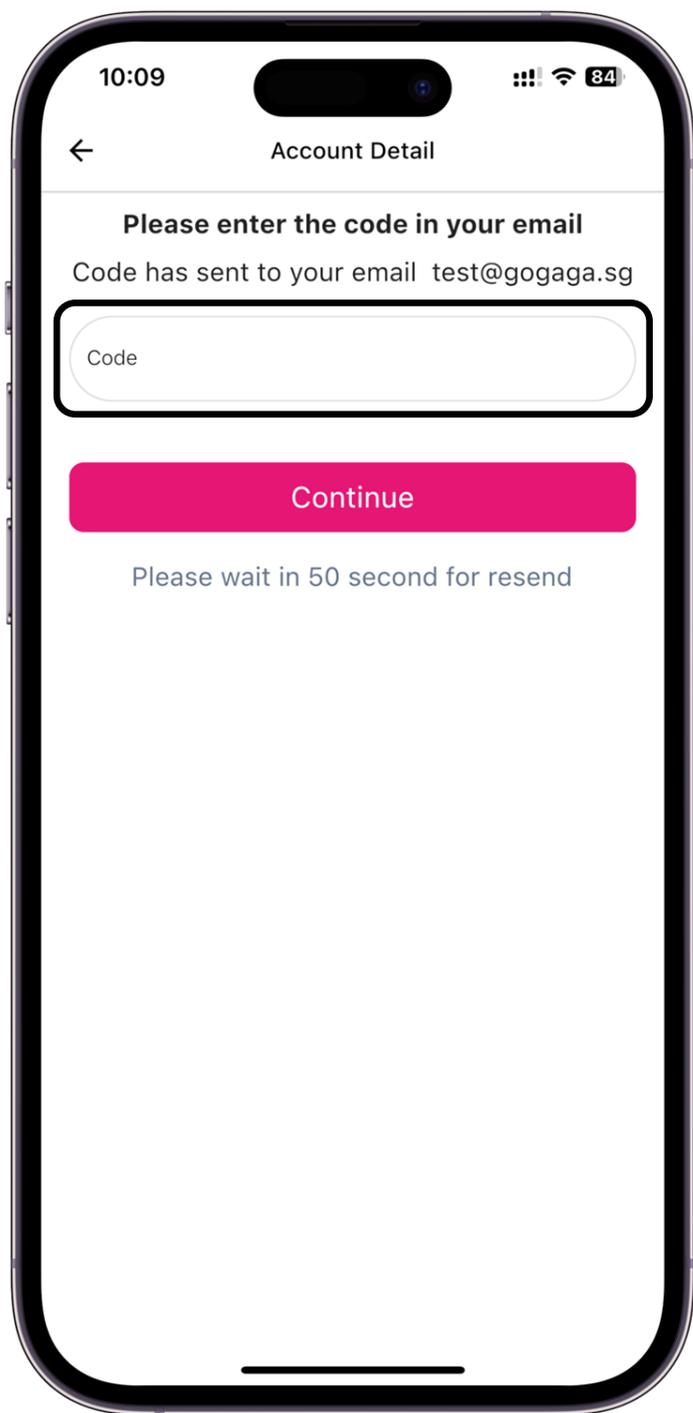
1.02

Fill in your account details



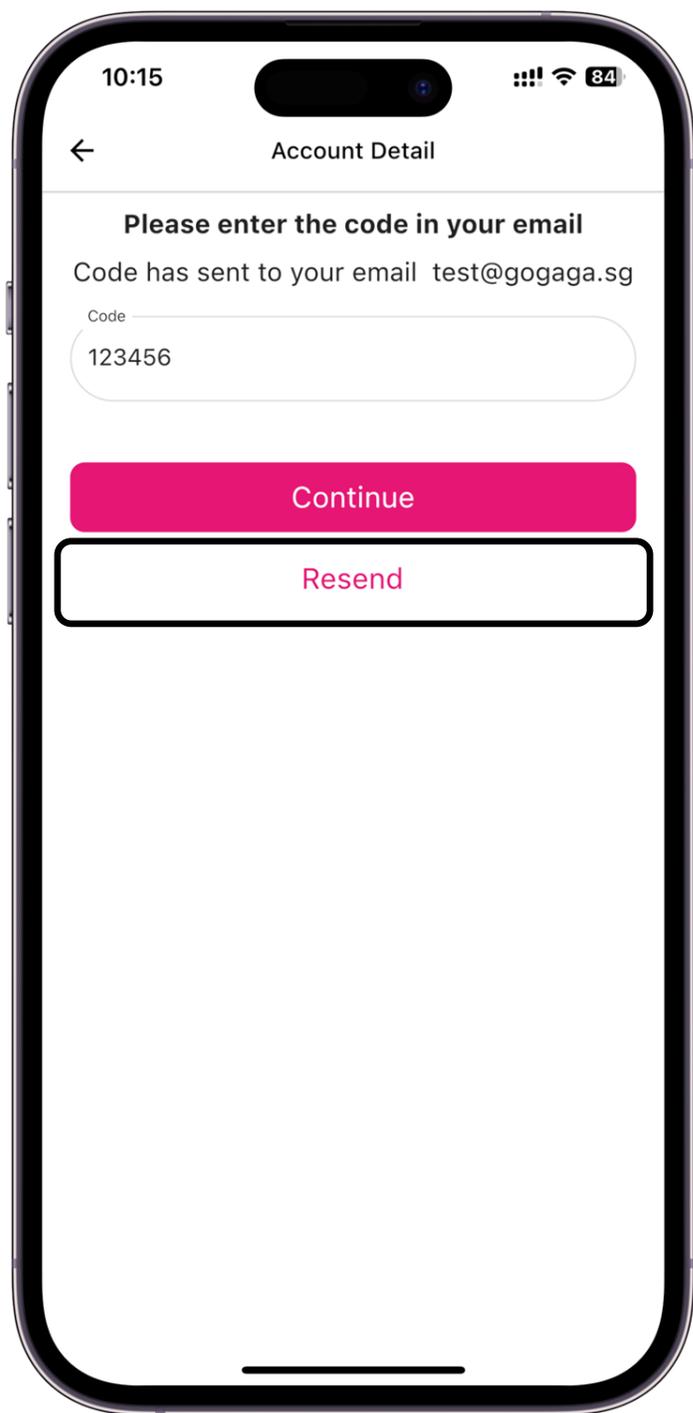
1.03

Click "Register as New User"



1.04

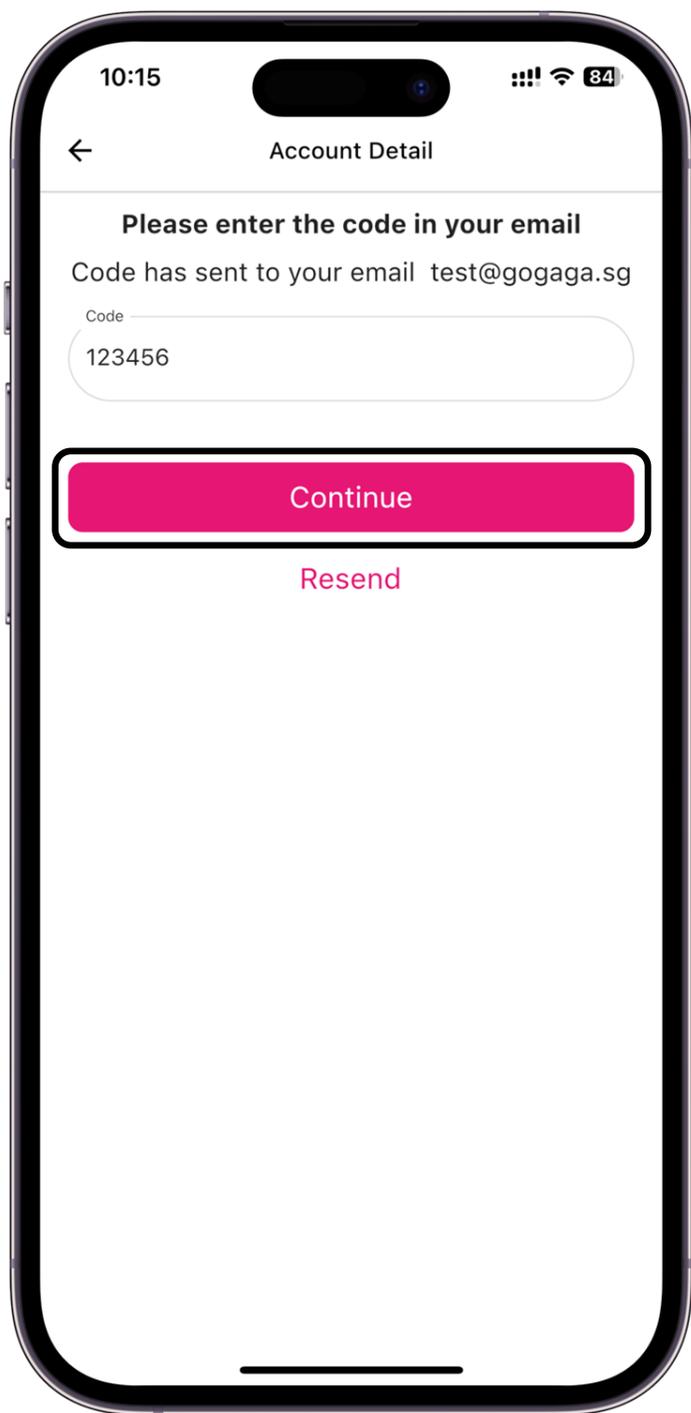
Key in activation code after
you retrieve it from your
registered email



Click “resend” if you did not receive code in your email.

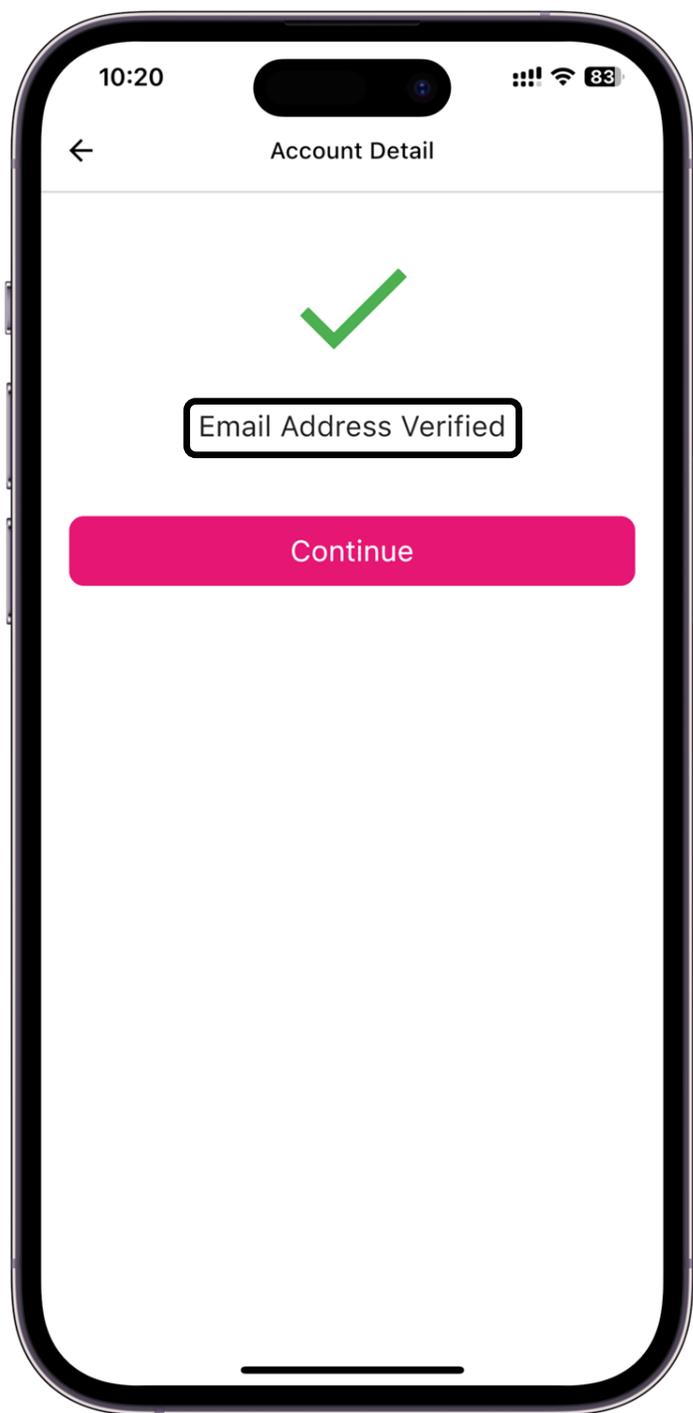
1.05

Note: Please check your spam mail.



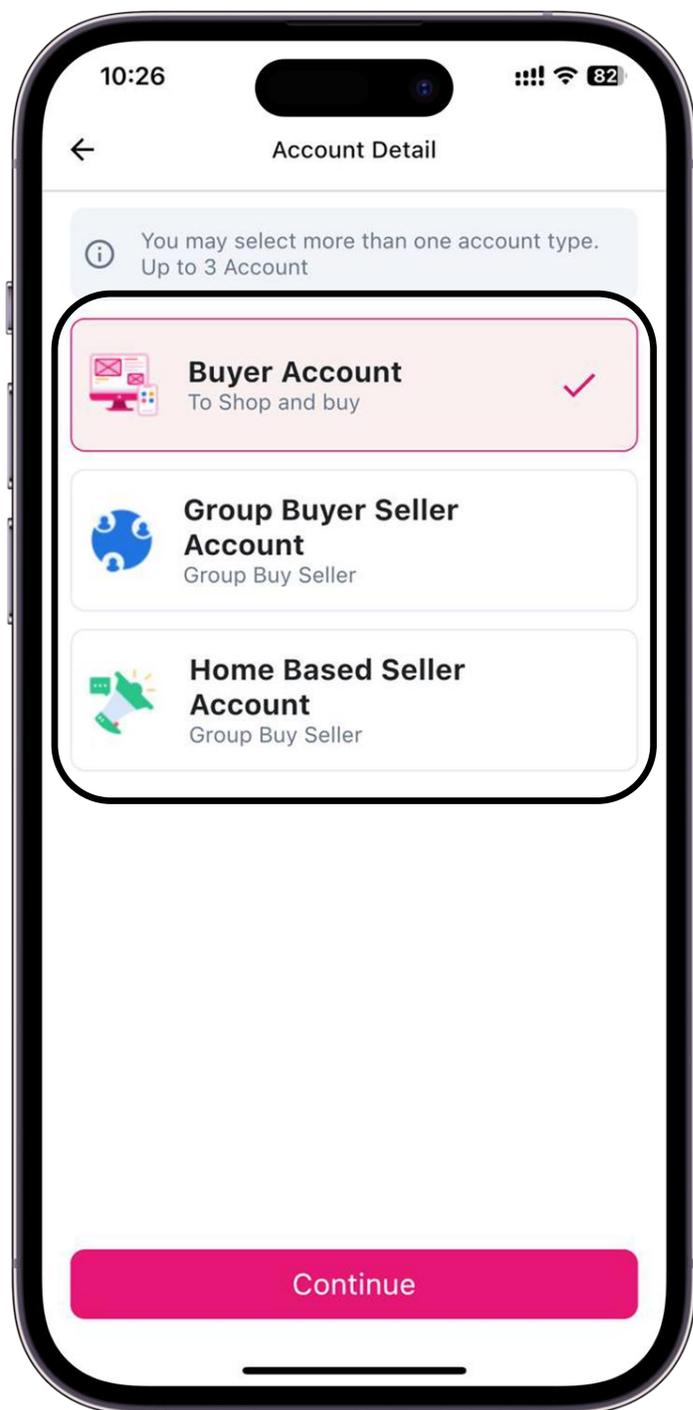
1.06

Key in the activation code and click "Continue"



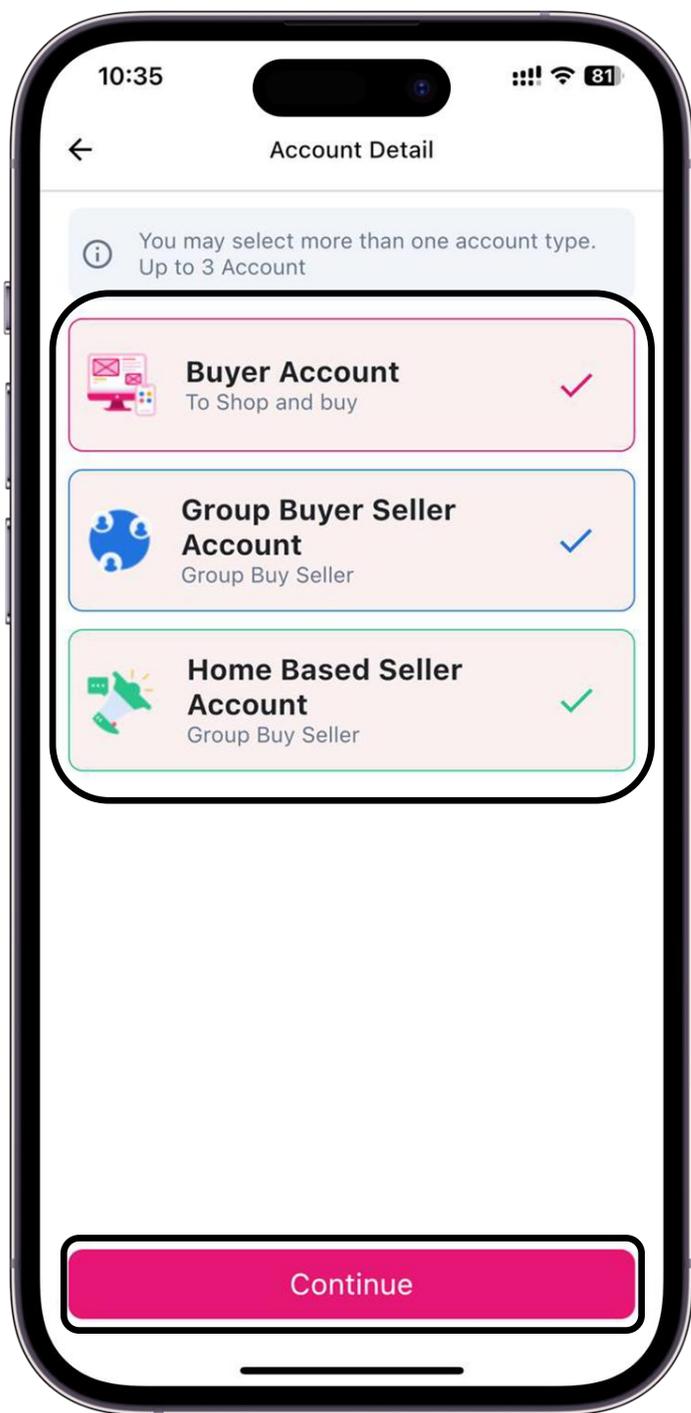
1.07

Email address verified



Note: You may register all 3 accounts at this point or even at a later stage

- Buyer Account: Register as a Buyer
- Group Buy Seller: Register as a Group Buy Seller
- Home-Based Seller: Register as a Home-Based Seller



1.09

Click "Continue" after selecting account/s

11:18 📶 84

← Account Detail

Buyer Information

Postal Code

Building Street and etc

Unit Number

Group Buy Seller Information

Shop Name

Postal Code

Building Street and etc

Unit Number

[Continue](#)



1.10

Fill in the delivery address for Buyer account

11:18   84

← Account Detail

Buyer Information

Postal Code

Building Street and etc

Unit Number

Group Buy Seller Information

Shop Name

Postal Code

Building Street and etc

Unit Number

[Continue](#)



1.11

Fill in the shop name and operating address for the Group Buy Seller

Home-based Seller Information

Note: You are not allowed to change the address after this.
Please make sure it accurate.

Shop Name
Sally Bakery

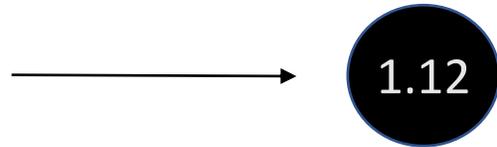
Postal Code
682810

Building Street and etc
810B CHOA CHU KANG AVENUE 7 K

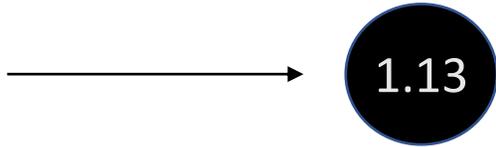
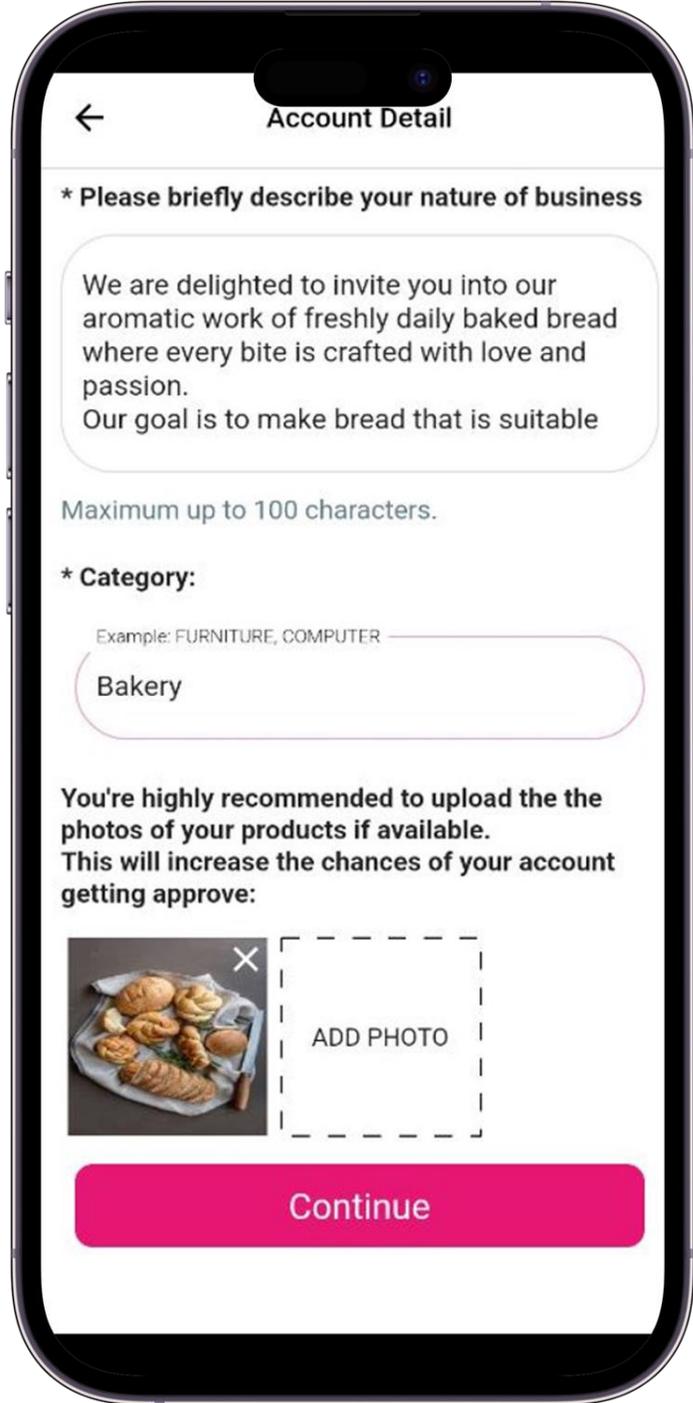
Unit Number
40-88

Continue

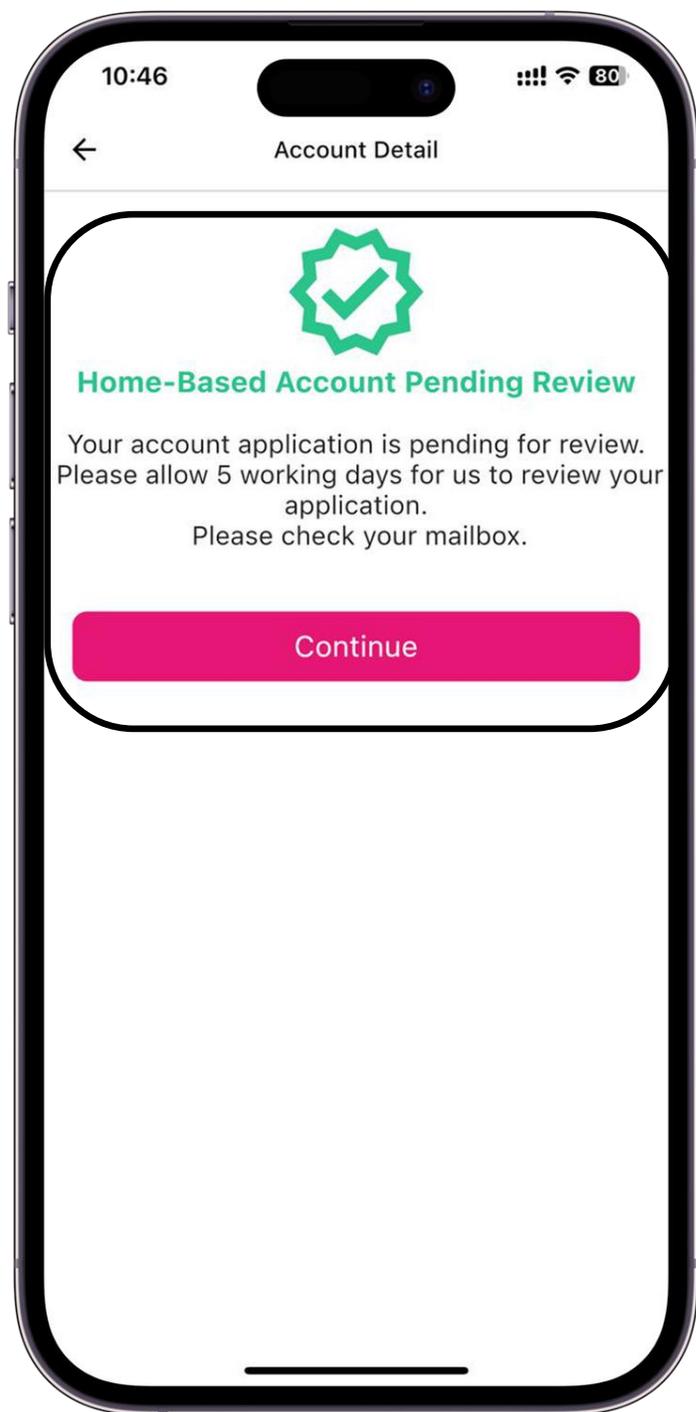
Note: Address will not be allowed to change after this



Fill in the shop name and operating address for the Home-Based Seller



Fill in the nature of the home-based business, category, and photo/s of your product that is representative of your business

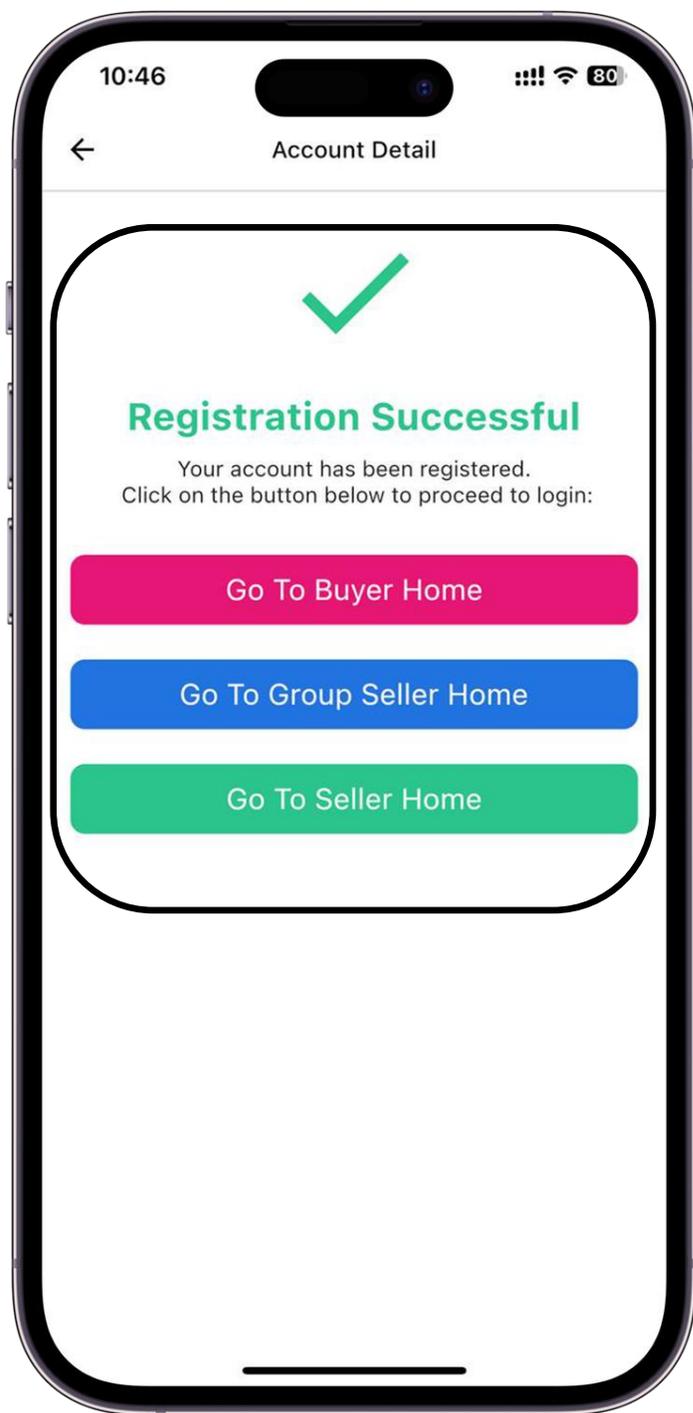


Note: Address will not be allowed to change after this

1.14

Info: The Home-Based account requires Gogaga Admin to approve. However, Buyer and Group Buy accounts are not required.

Click Continue

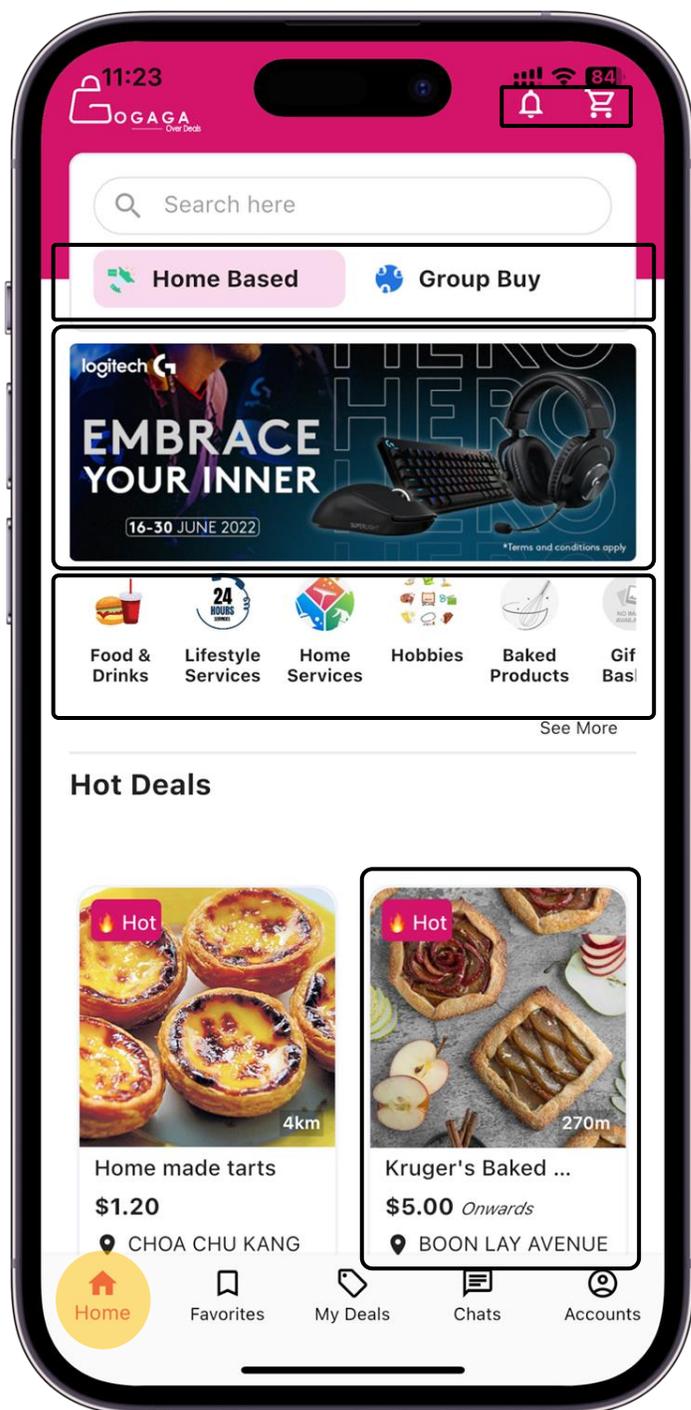


1.15

There will be a message prompt for successful registration.

You should see 3 listed accounts in pink, blue and green for all 3 registered accounts

Buyer's Guide



2.01

Bell – Notification
Cart – Shopping cart

2.02

Home Based– All Home-Based deals
Group Buy – All Group-Buy deals

2.03

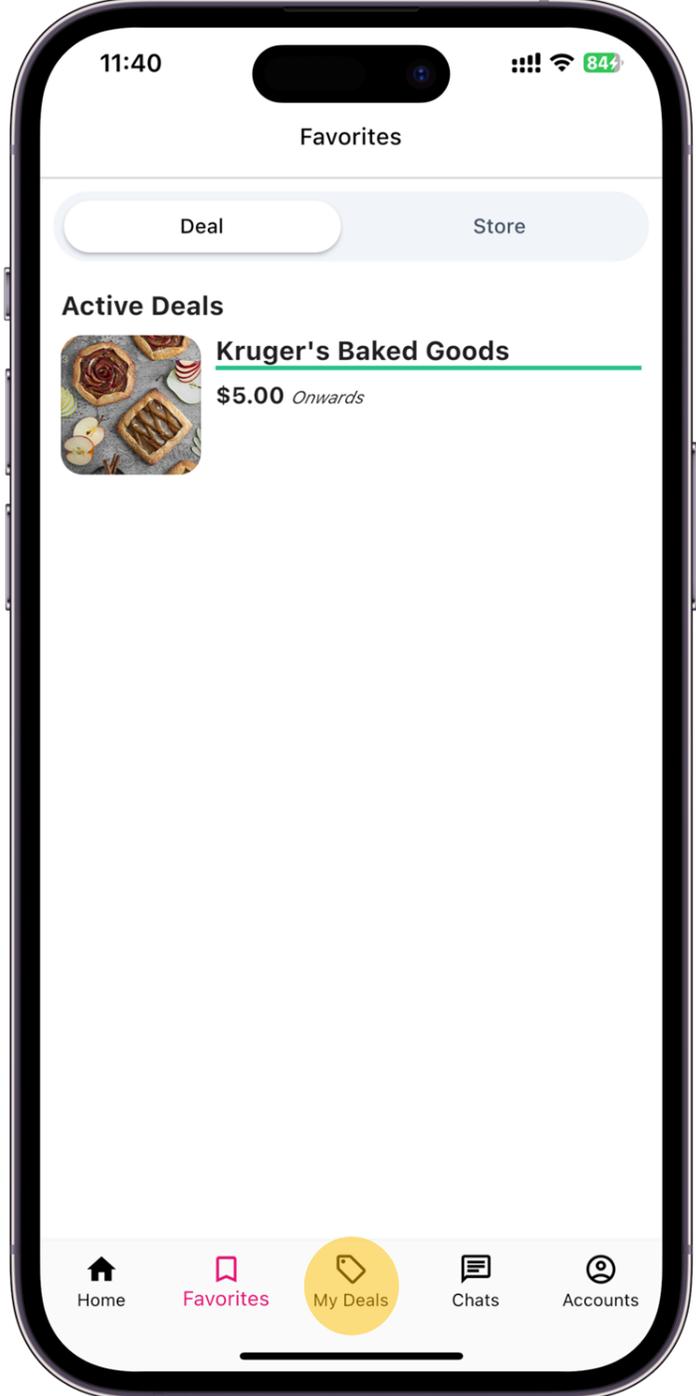
To filter search based on categories

2.04

Carousel banner which gives you an idea of the current promotions/advertisements

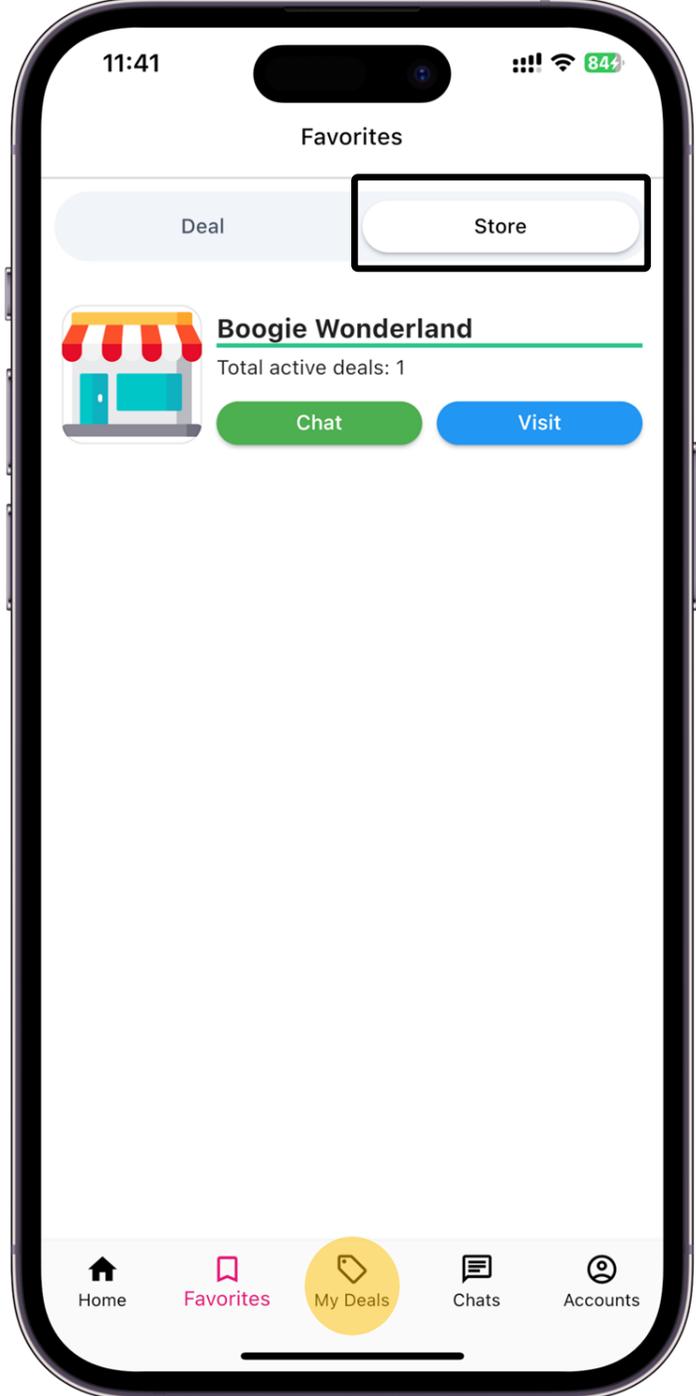
2.05

Hot Deal – Recommended deals



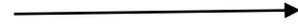
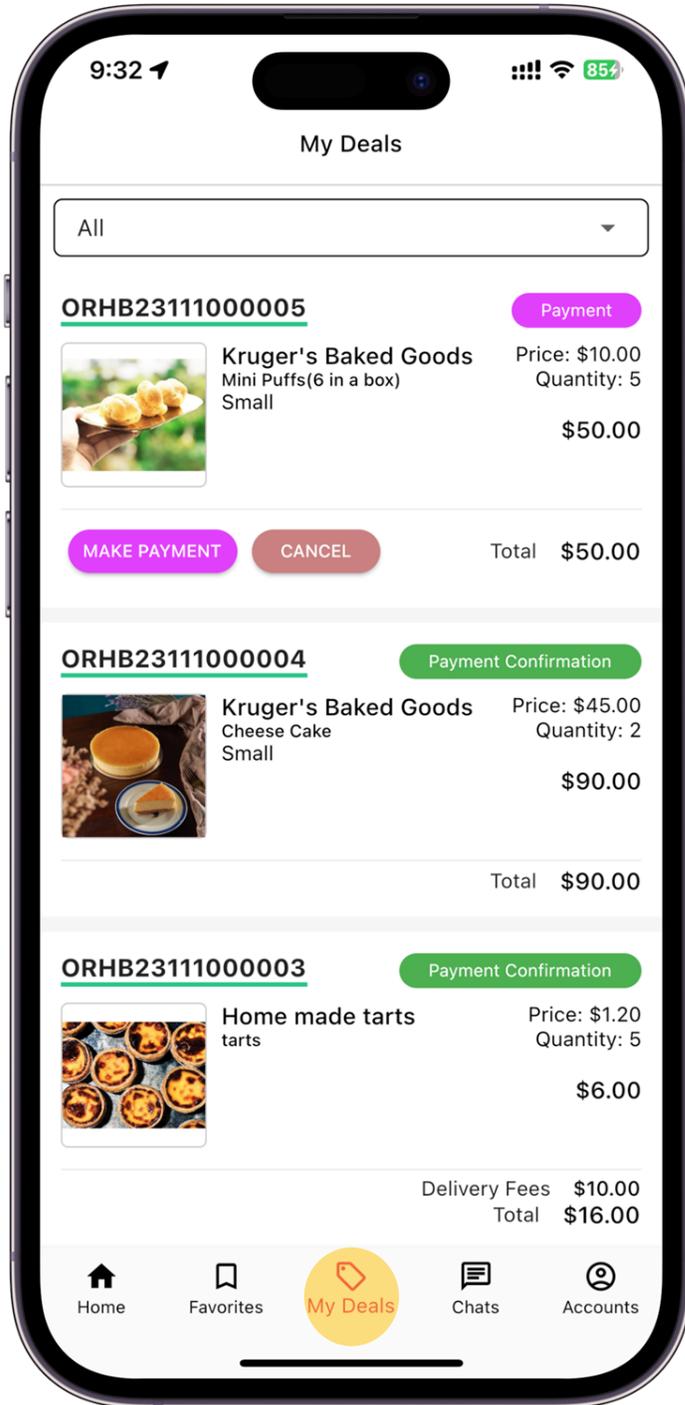
2.06

List of your "Bookmarked" deals



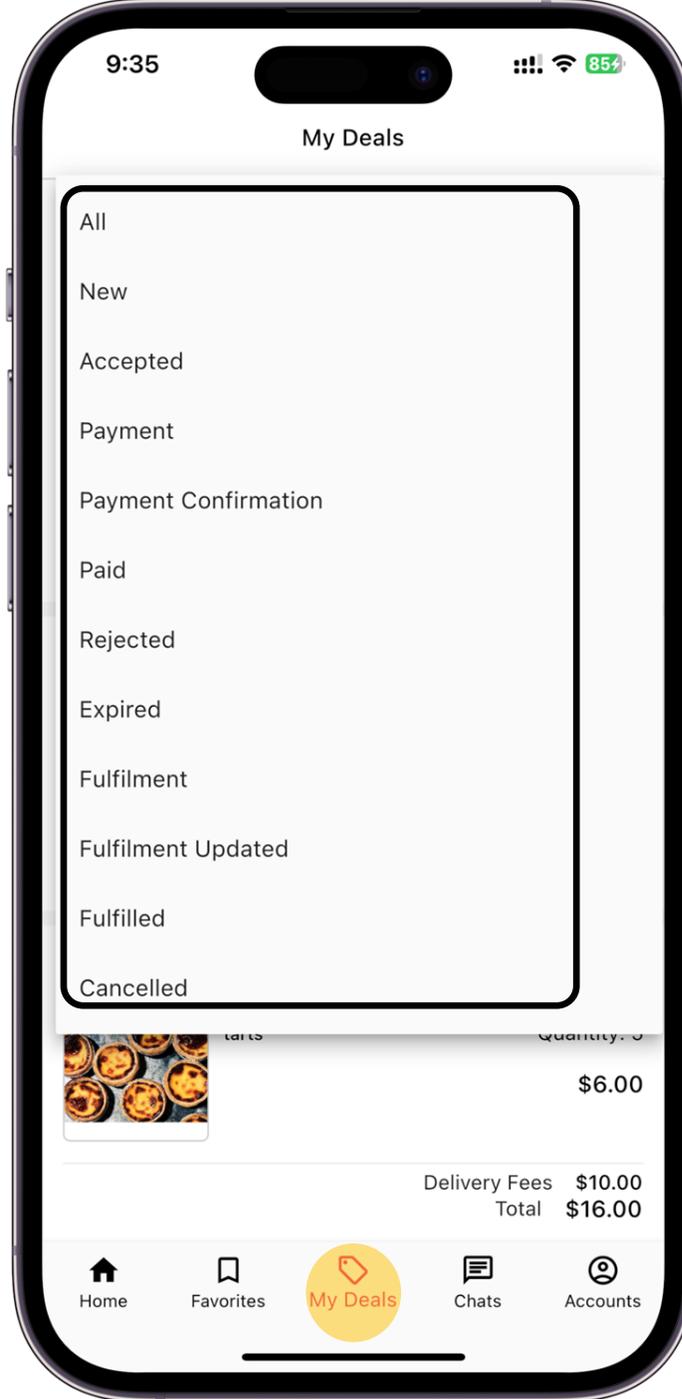
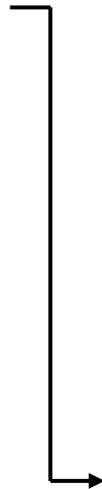
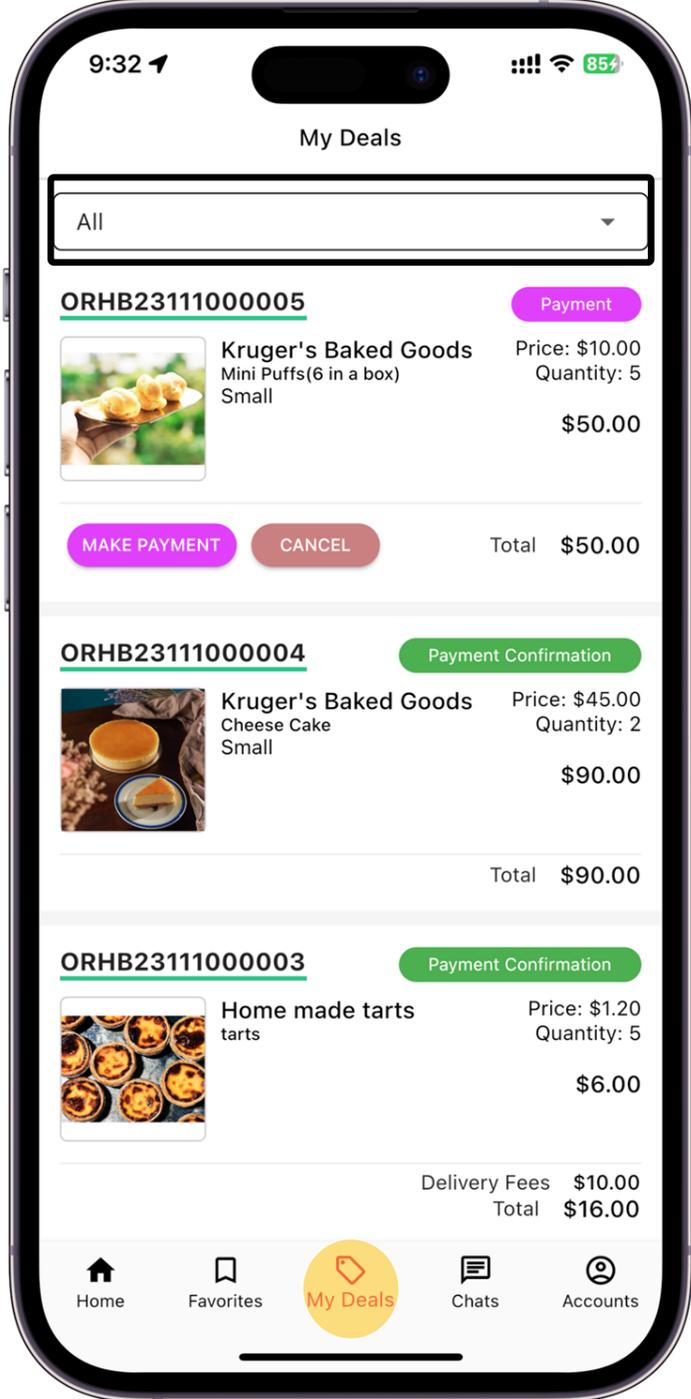
2.07

List of your "Bookmarked" stores



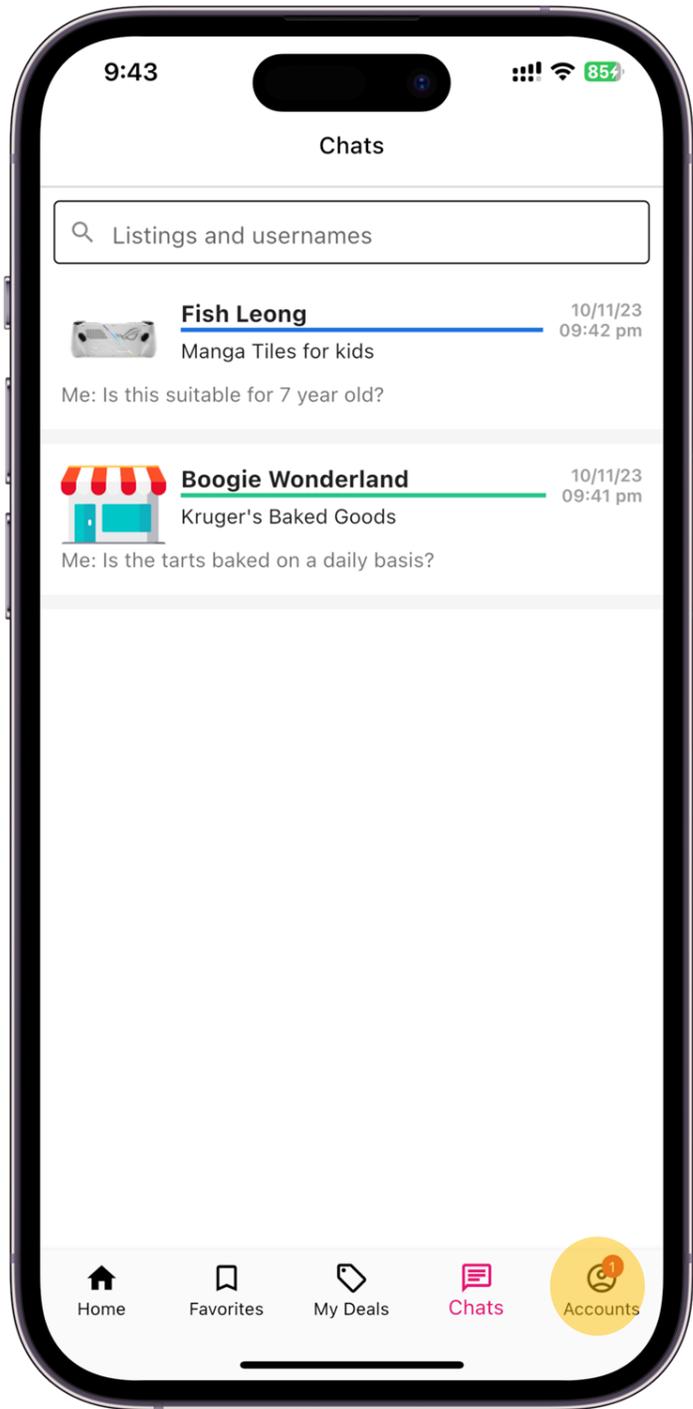
2.08

Overall view to show the status of all of your deals



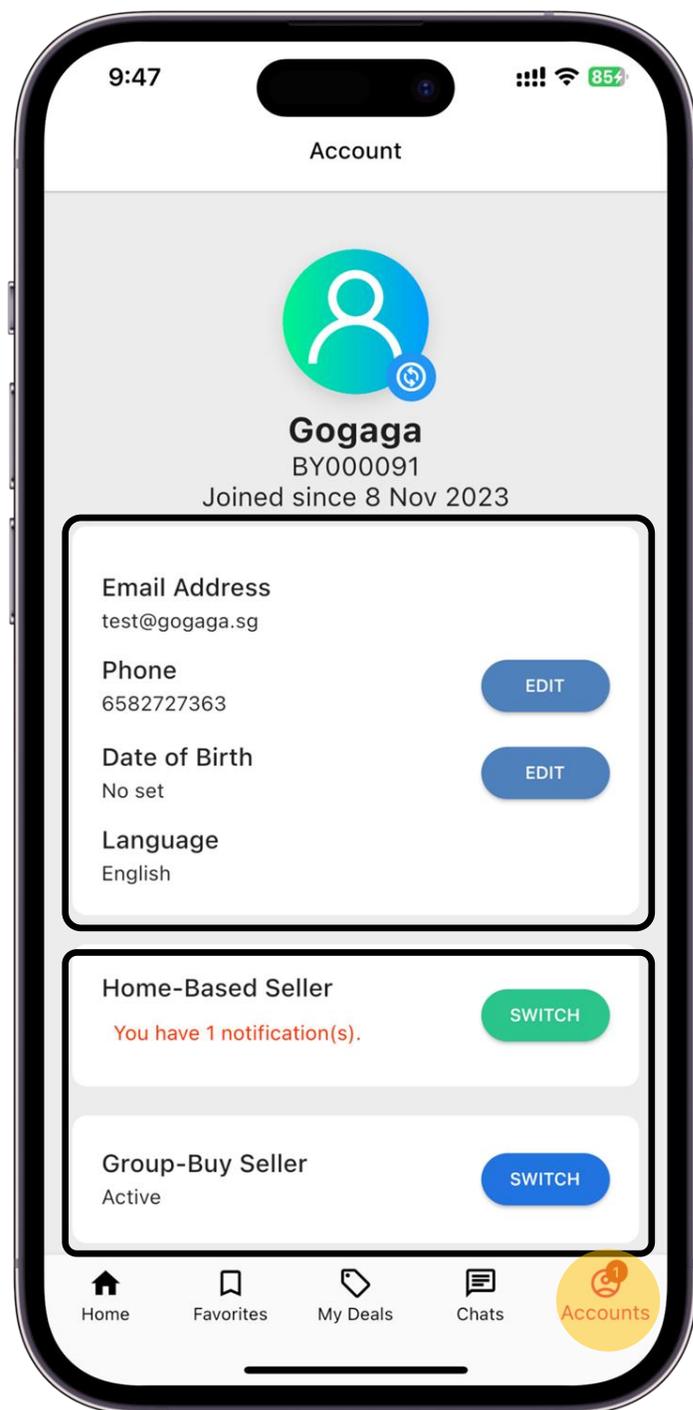
My Deal Status

- All - All deals checked out by buyer
- New – Orders that are checked out but yet to process payment
- Accepted - Orders accepted by seller
- Payment - Seller trigger payment phase
- Payment Confirmation - Payment acknowledge by seller
- Paid – Buyer submitted payment (uploaded receipt)
- Rejected - Orders rejected by seller
- Expired - Orders that was not acknowledge by seller after deal duration ended
- Fulfilment - Trigger by seller for buyer to update fulfillment (Date/Time)
- Fulfilled Updated - Fulfillment updated by buyer
- Fulfilled - Fulfillment completed (buyer have received their orders)
- Cancelled - Deals was cancelled due to not achieving requirement (Group Buy Only)



2.10

List of all chat logs



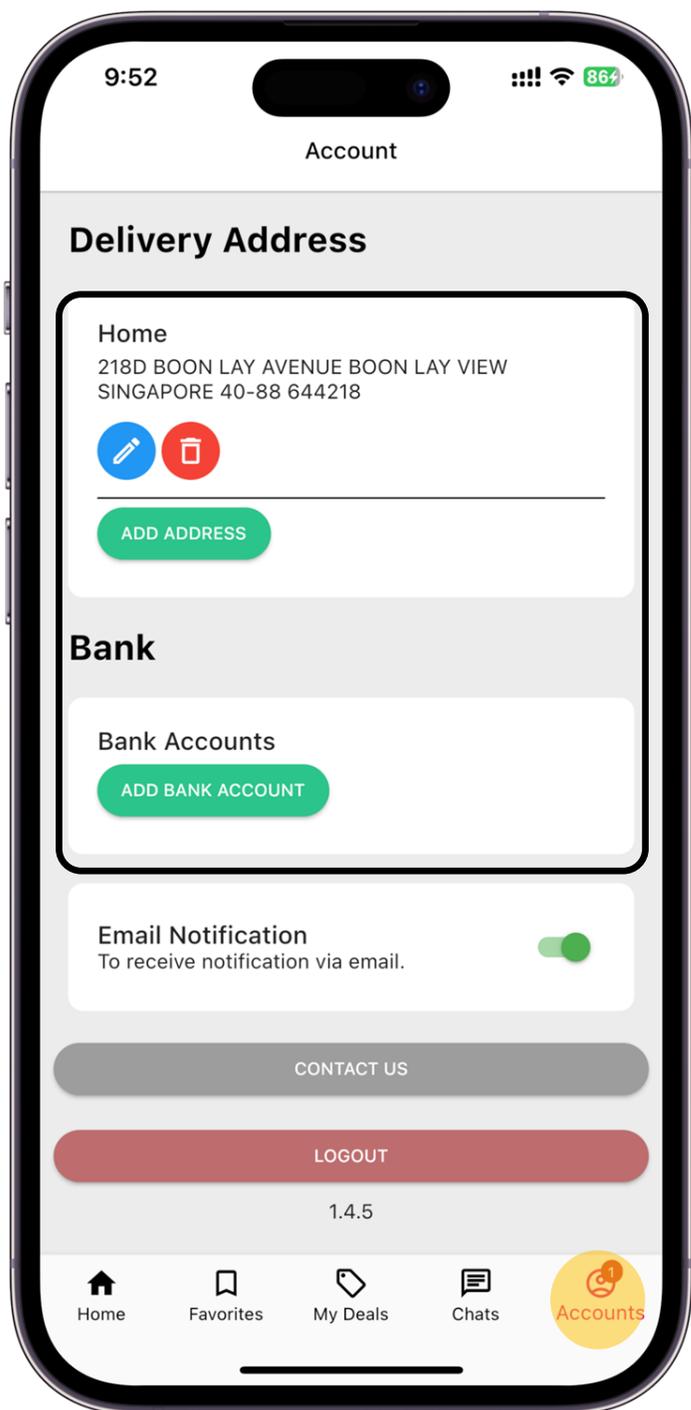
2.11

Edit users' details



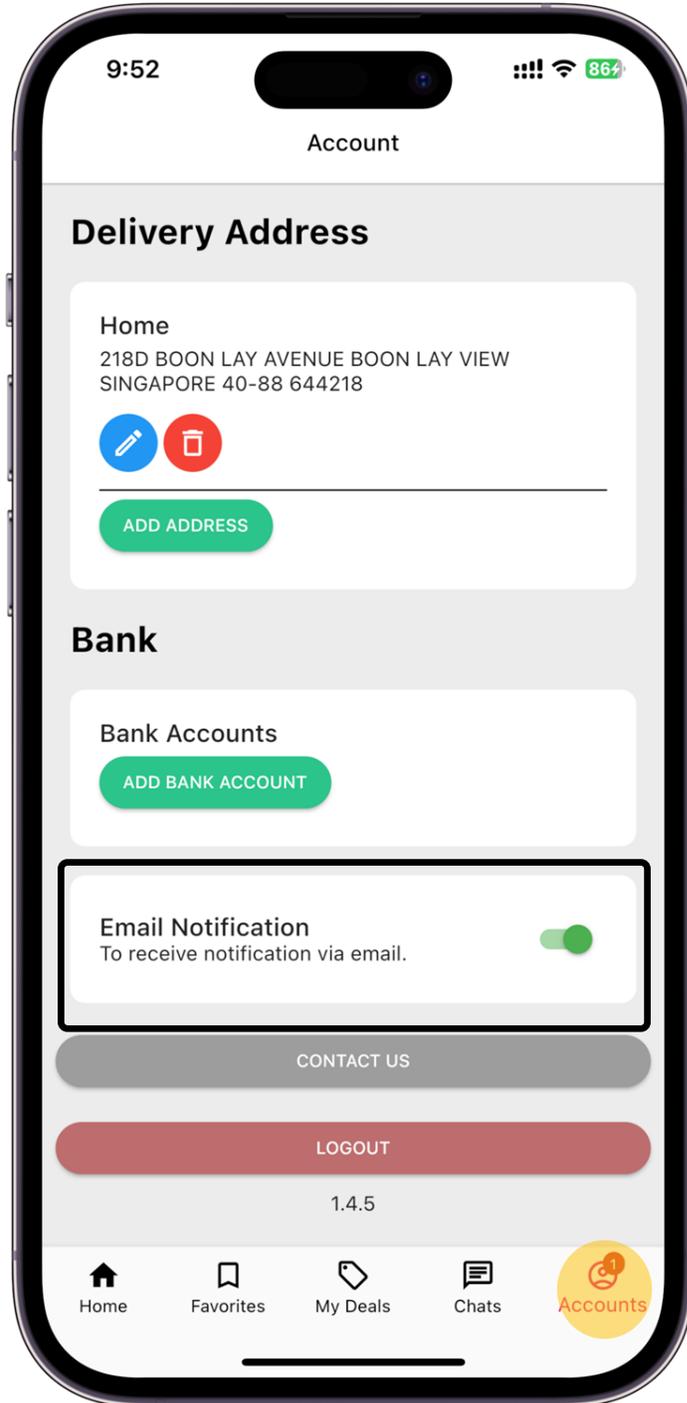
2.12

Toggle between different accounts



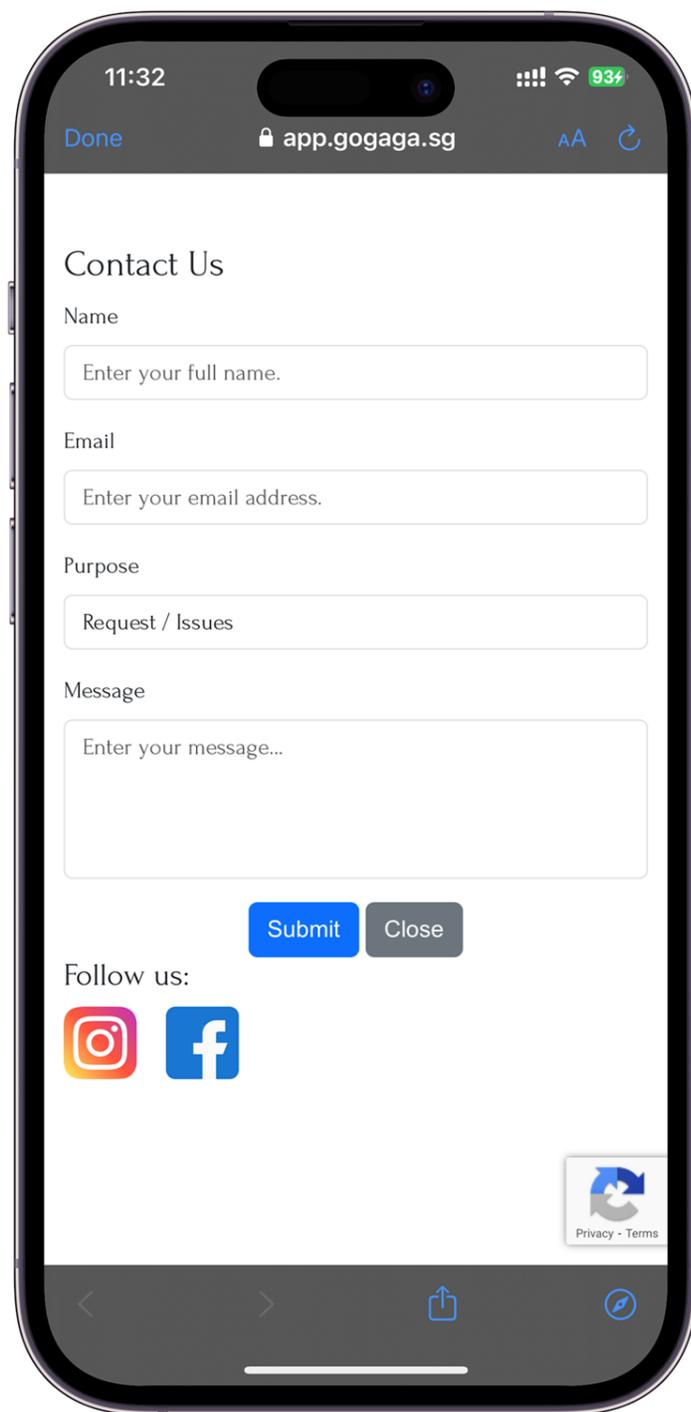
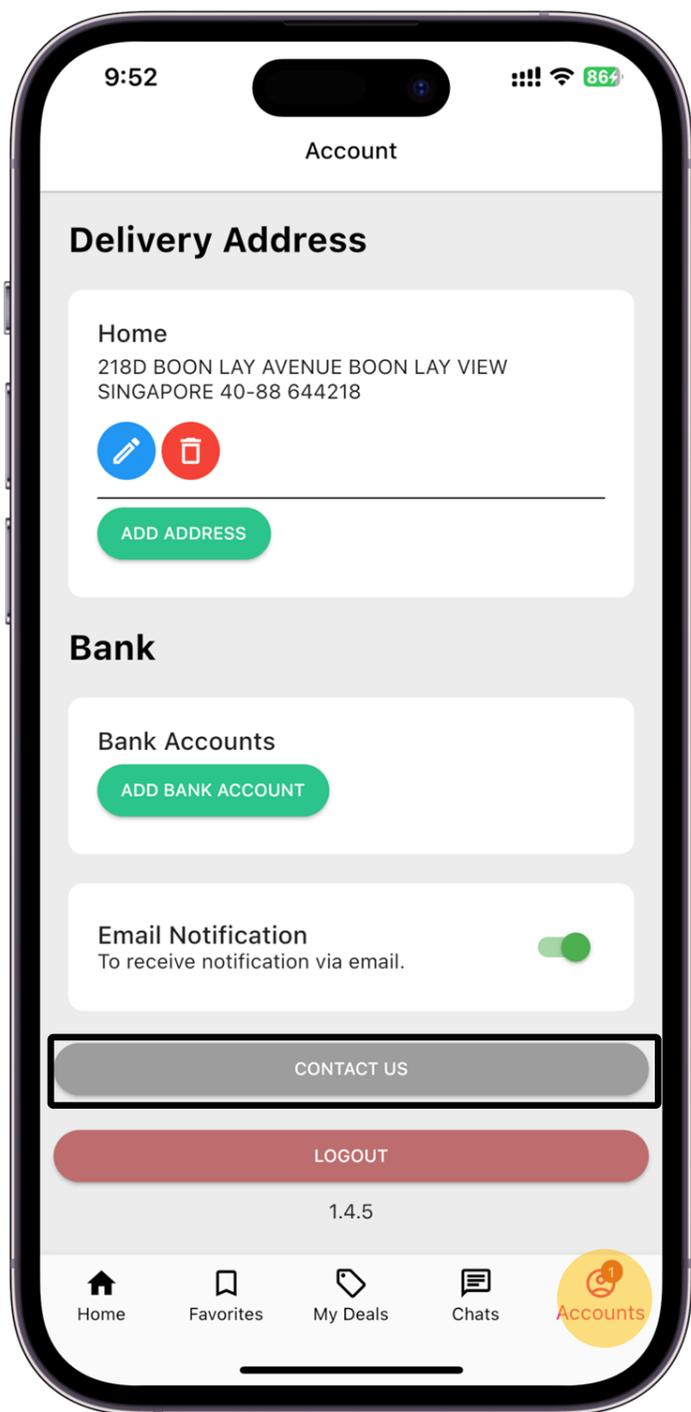
2.13

Edit / add your delivery address or bank account



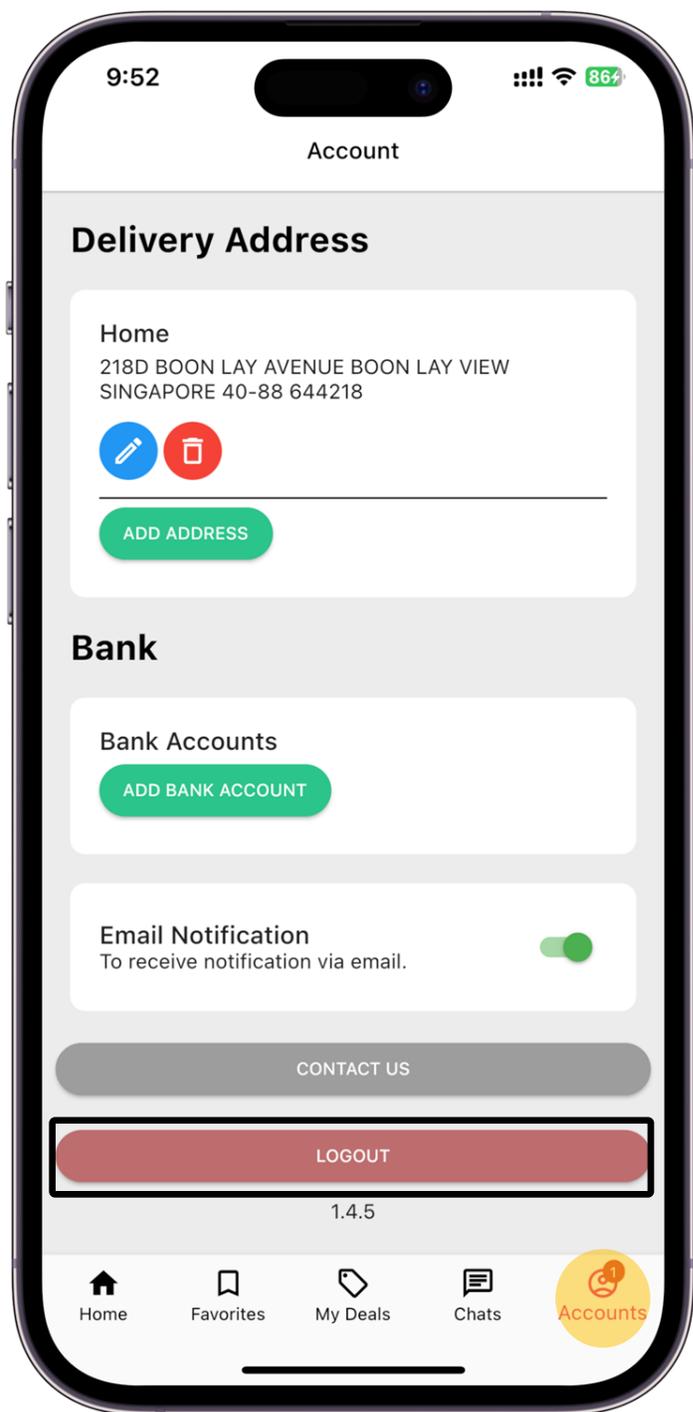
2.14

To send additional notification to the registered email to the



2.15

Contact us for any enquiries

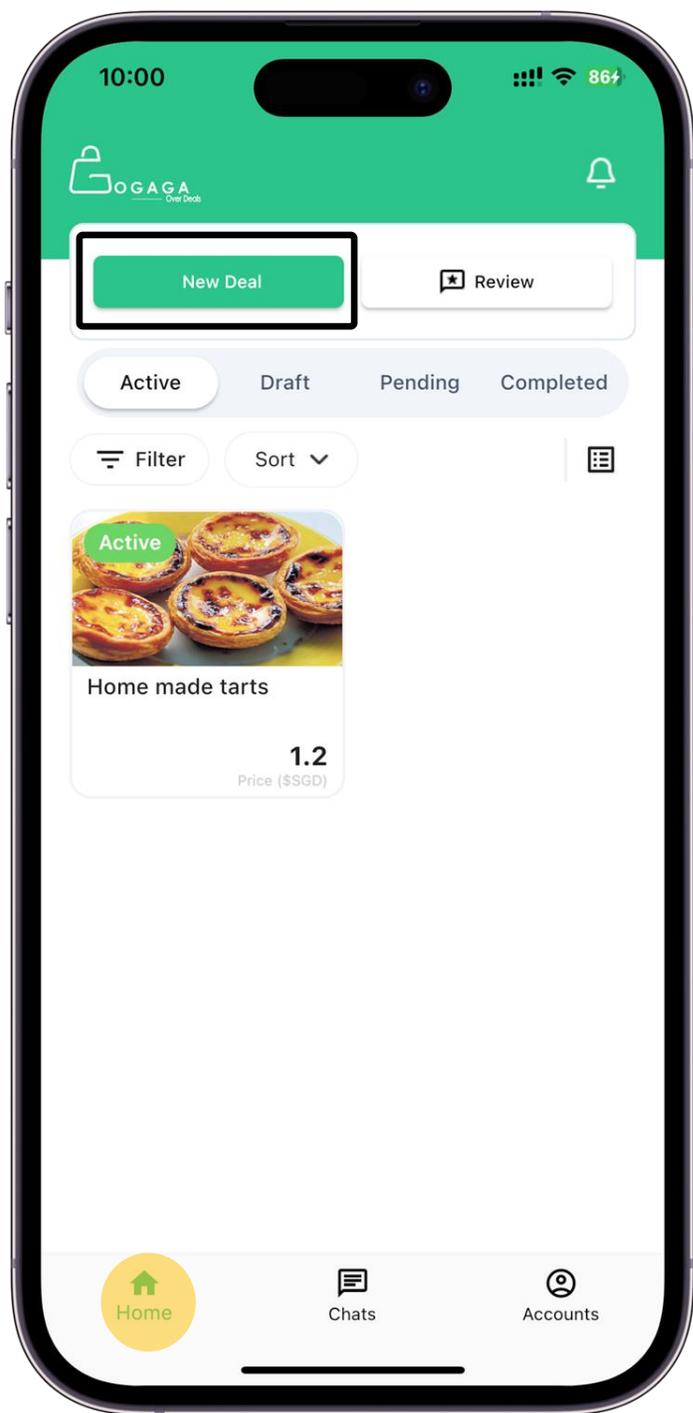


2.16

Log out of app

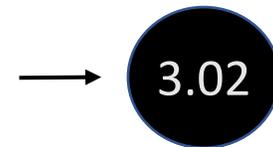
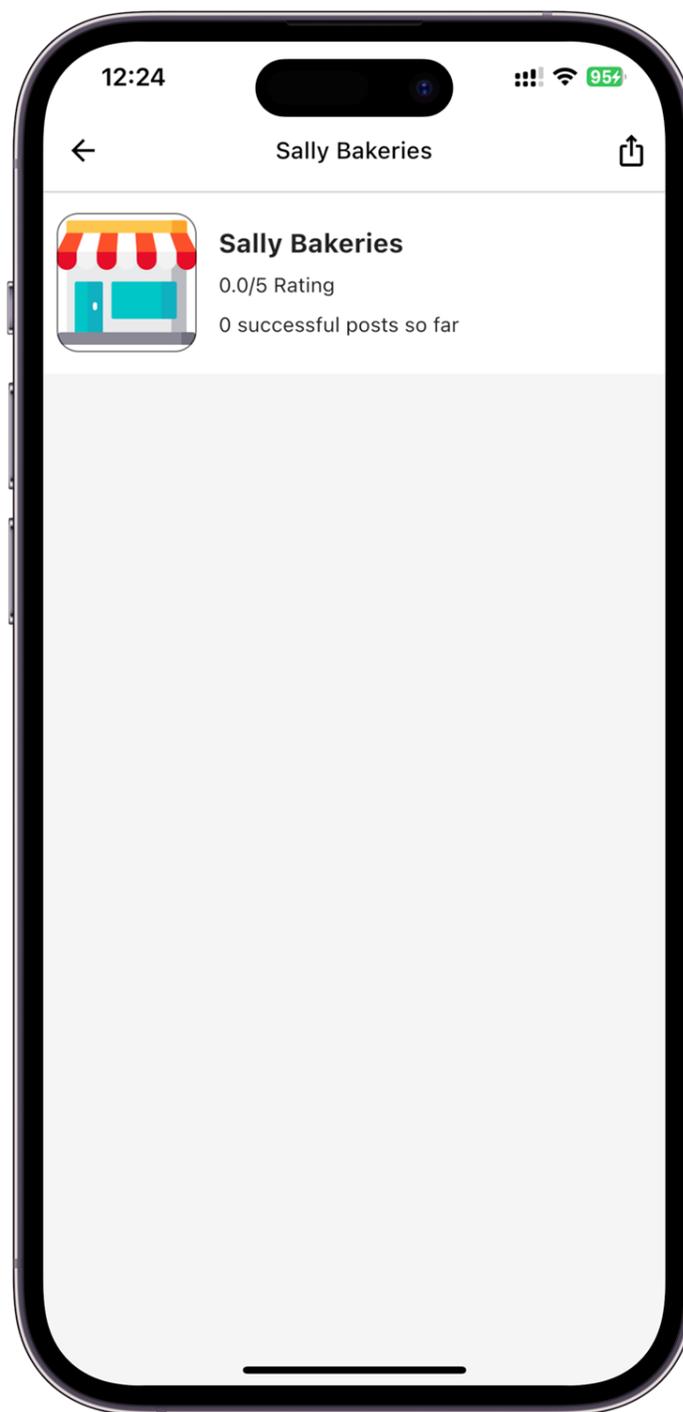
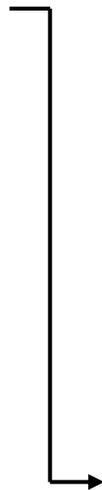
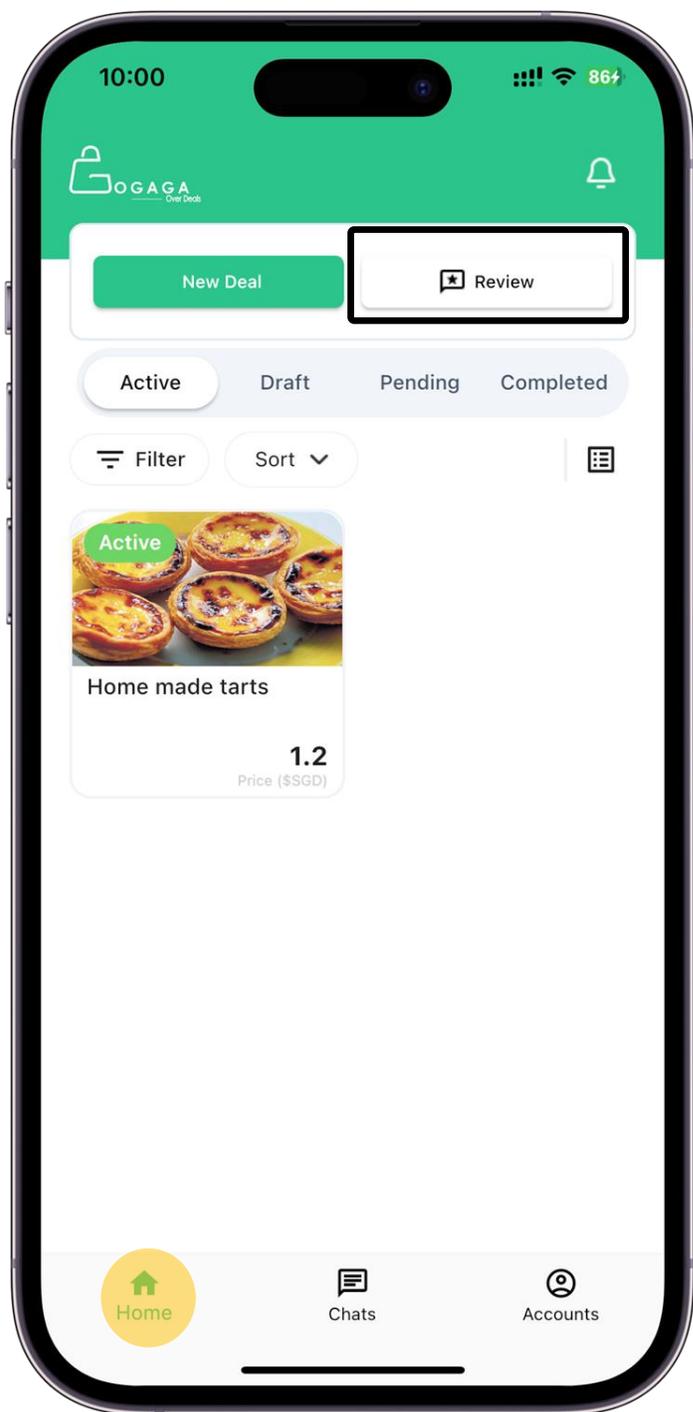


Home-Based Seller Guide



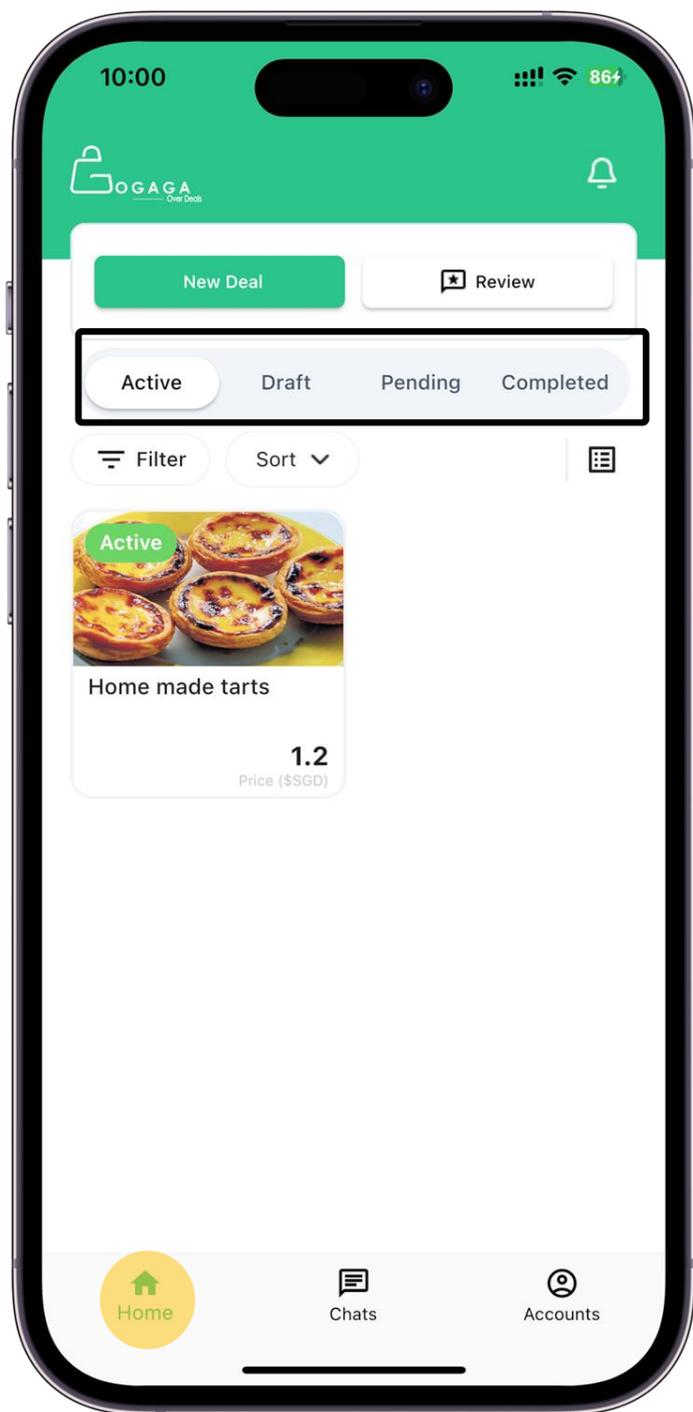
3.01

To create a new deal



A overview of your seller rating and the number of your successful post.

Note: This will be seen by all buyers



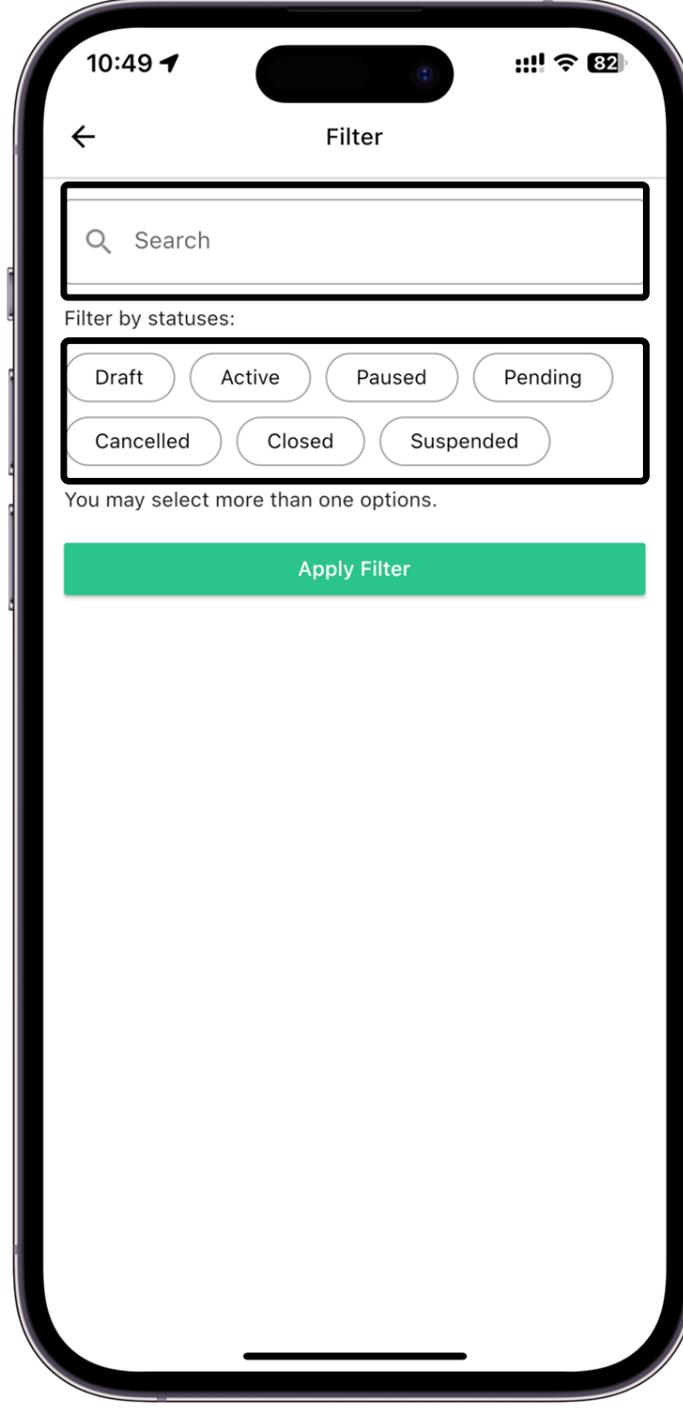
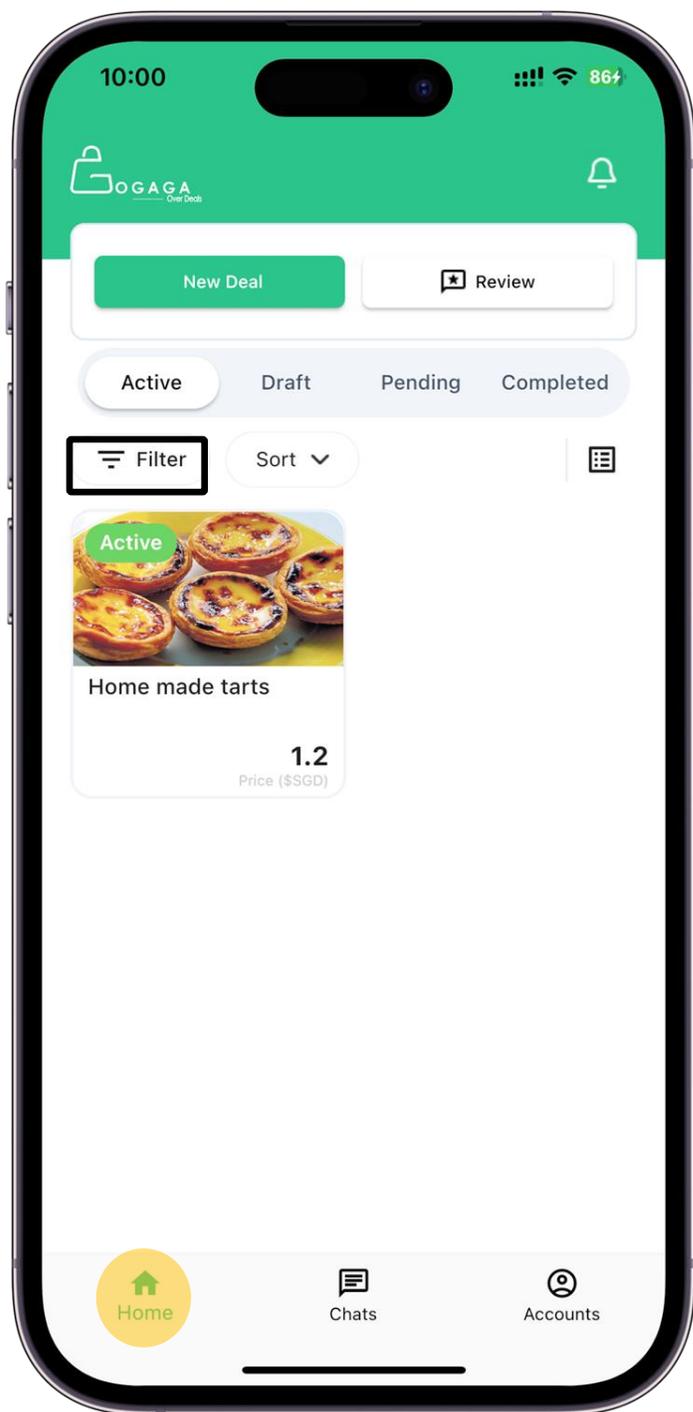
3.03

Active – Show all your current active deals

Draft – Deals that are created by not posted

Pending – Deals that are pending for Gogaga's Admins approval

Completed – Deals that are completed and closed



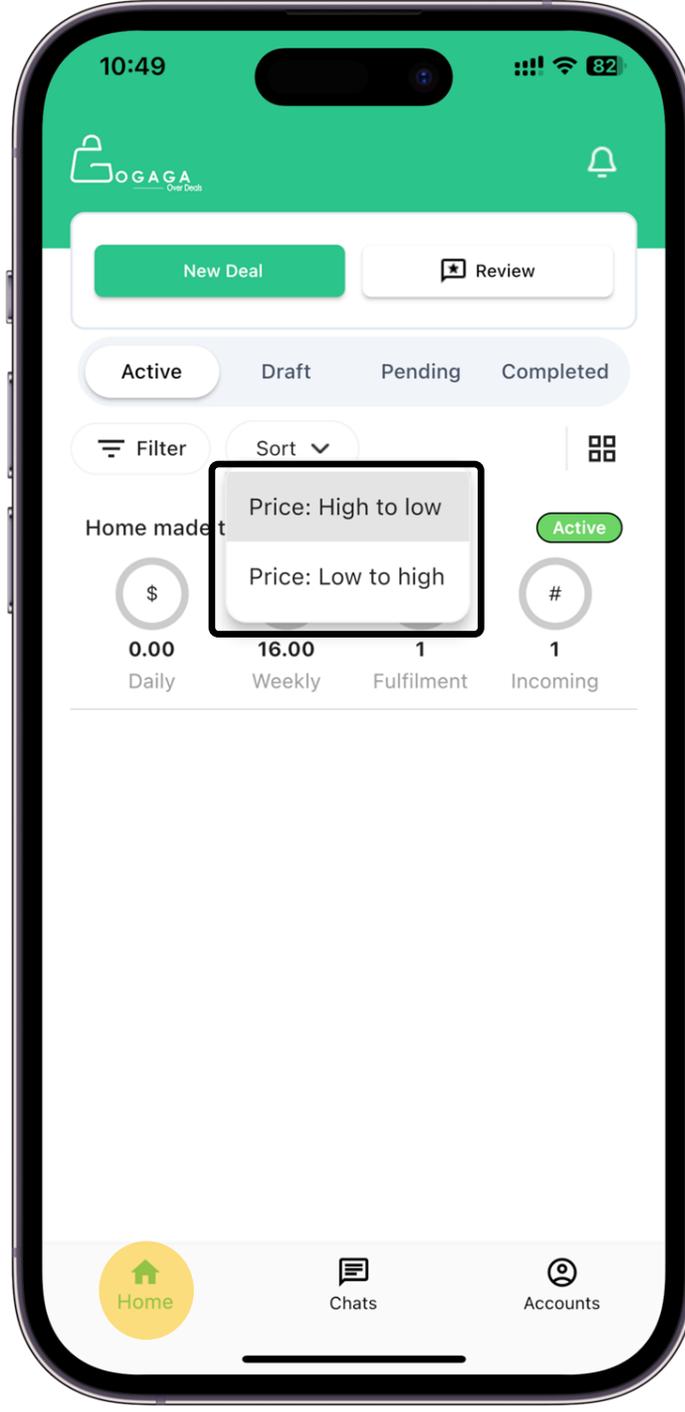
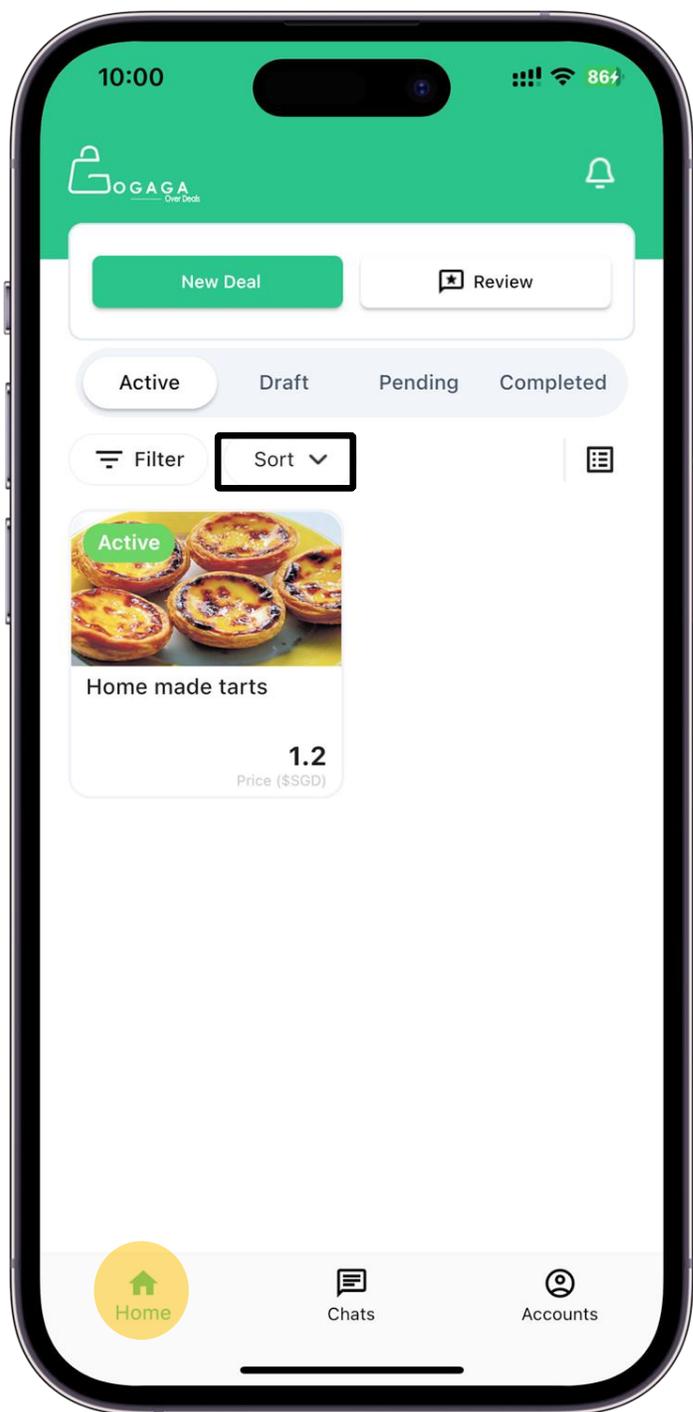
3.04

Search deal by
key word



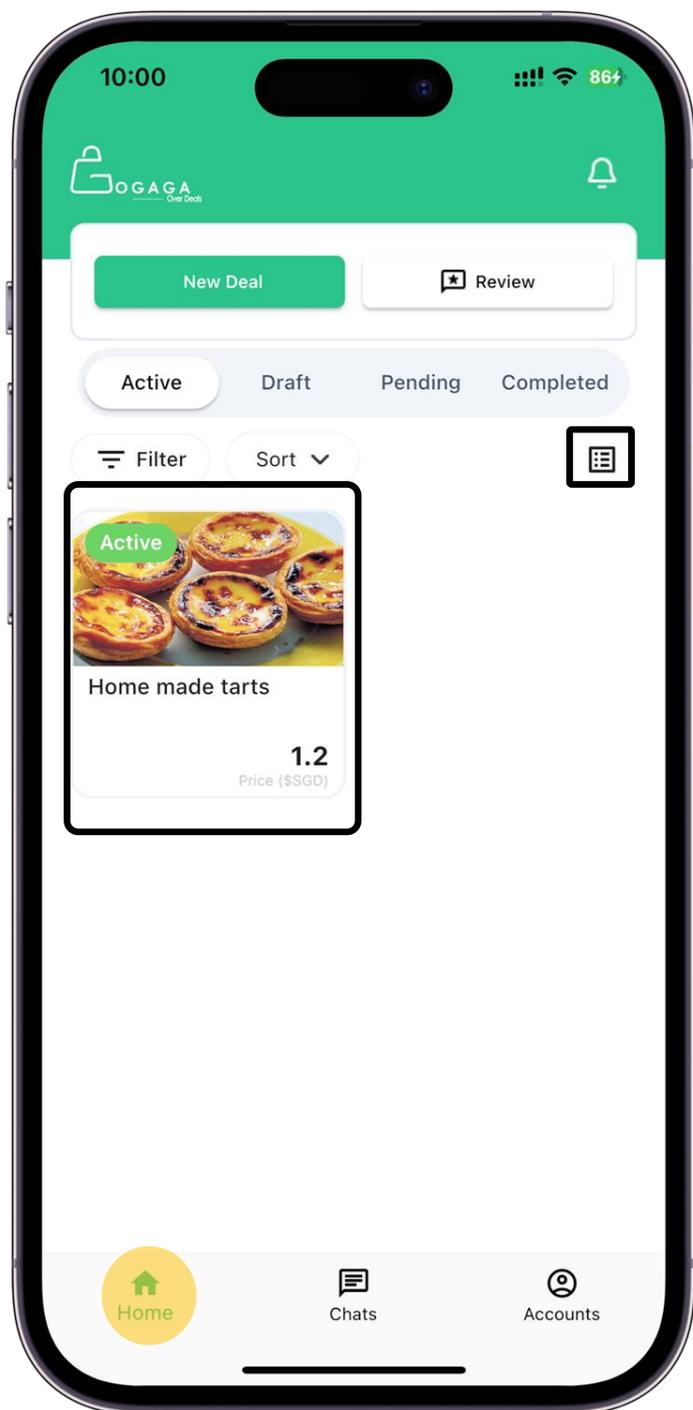
3.05

Filter your deals
by each status



3.06

Sort your deals by price

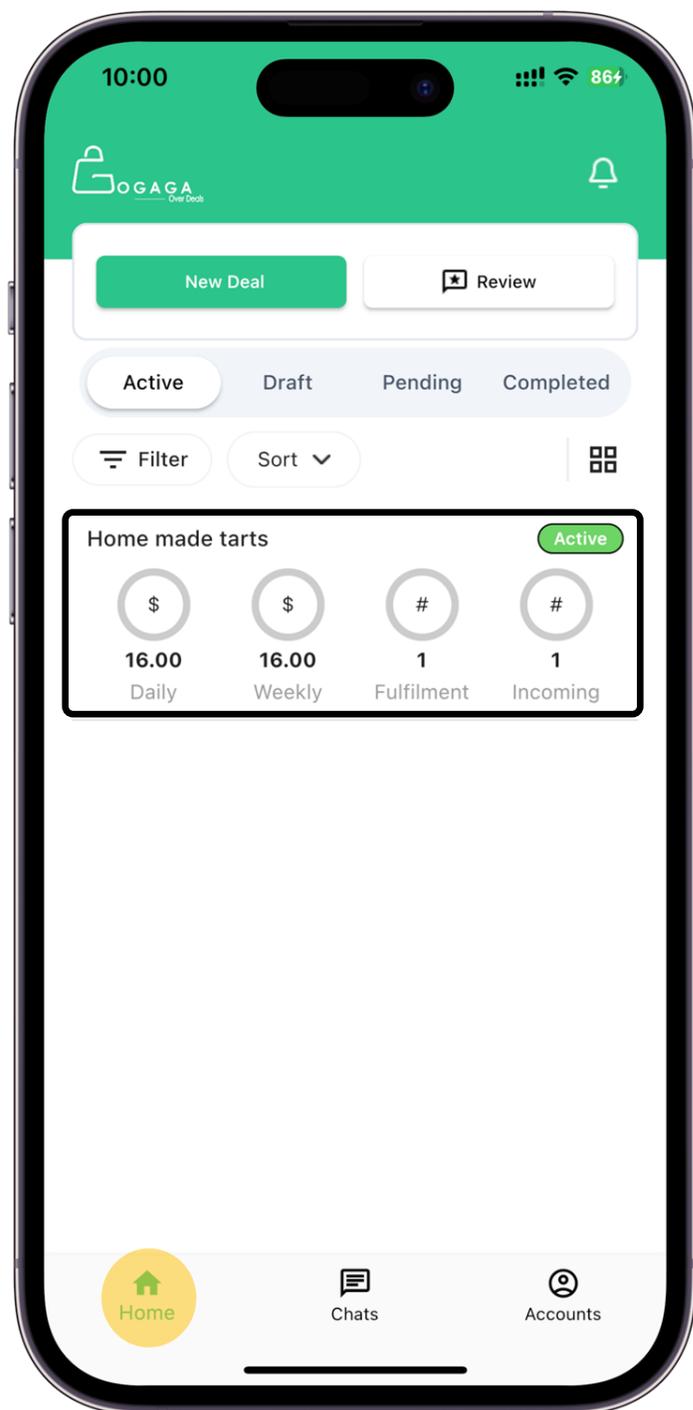


3.07

Toggle between “Thumbnail” or
“Statistic” view

3.08

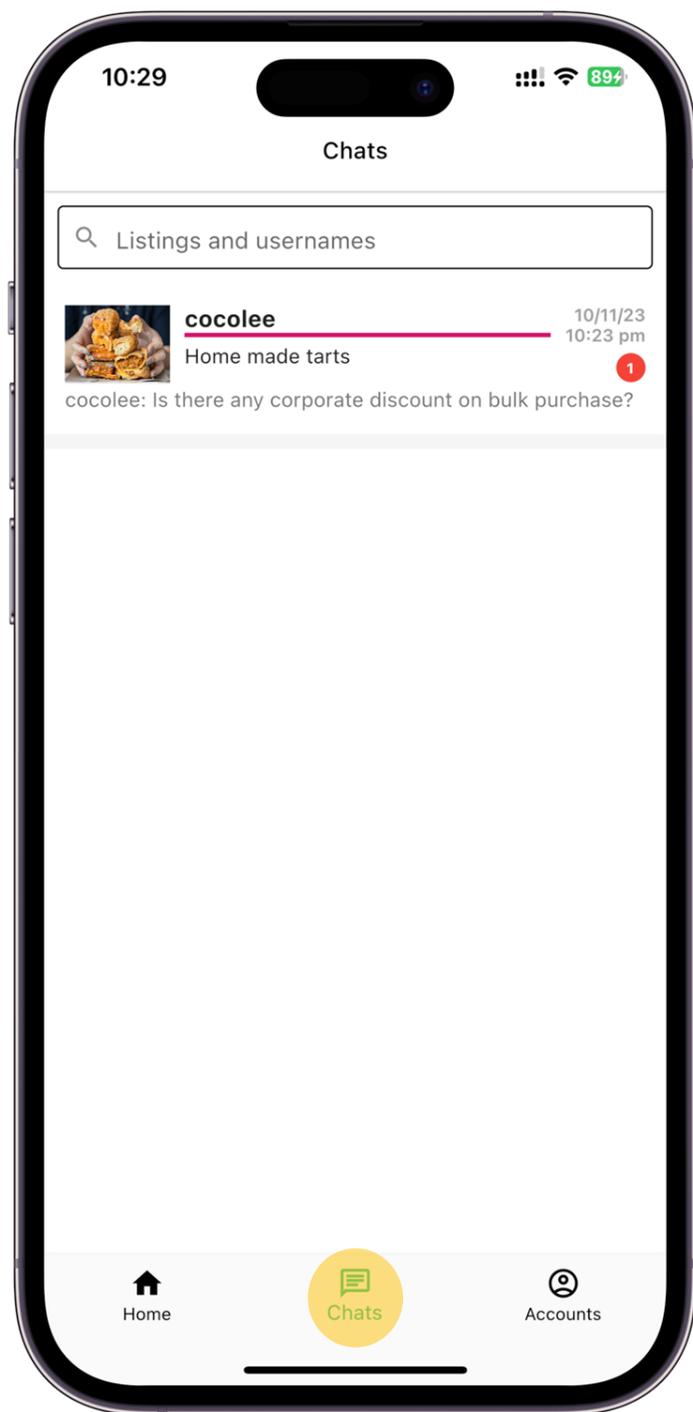
List of all your deals in
“Thumbnail” view



3.09

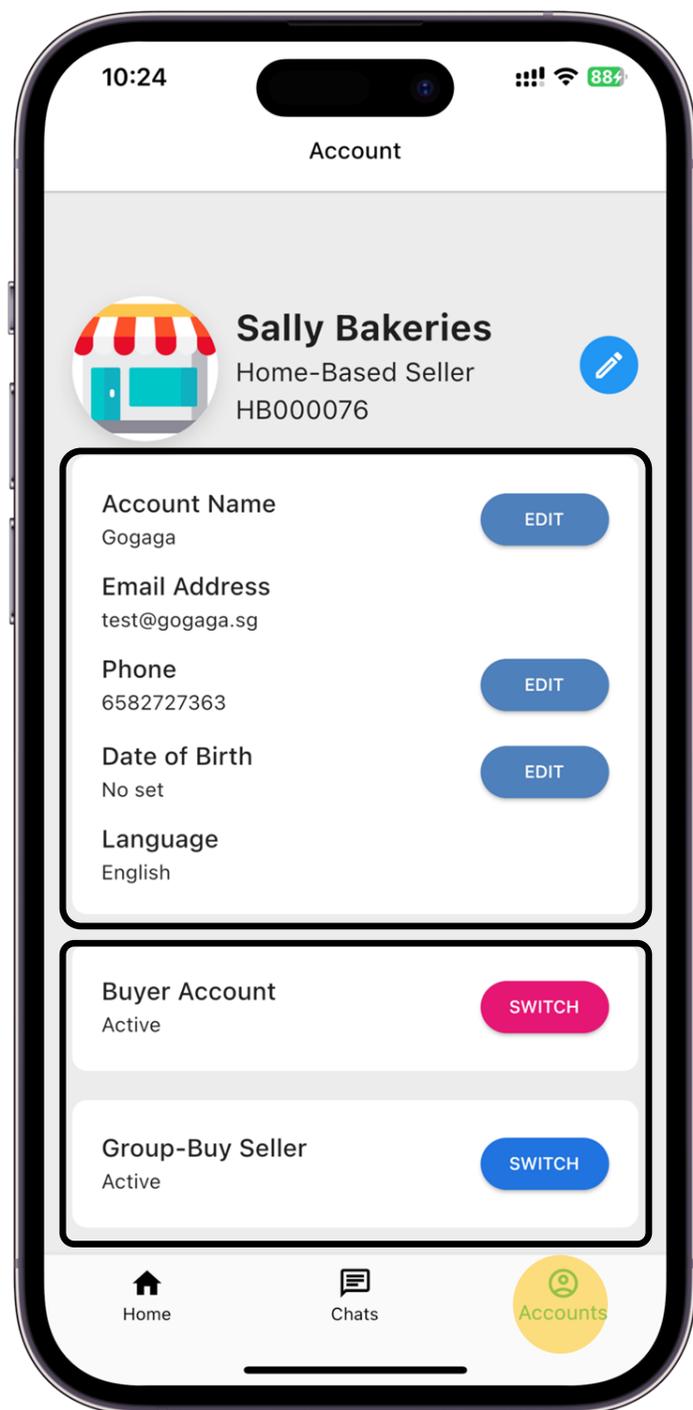
List of all your deals in “Statistic” view which give a more holistic view of your deals based on real time status

Note: Recommended View



3.10

List of chat logs

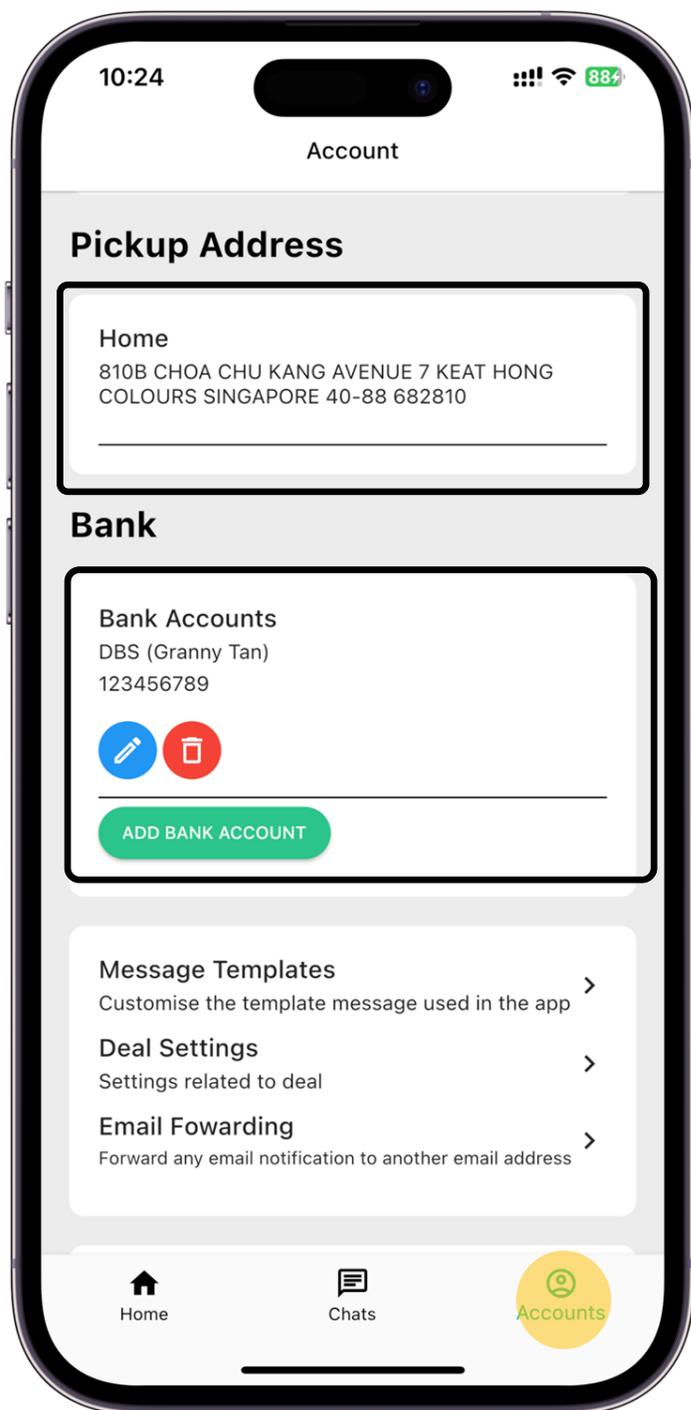


→ 3.11

Edit users' details

→ 3.12

Toggle between different accounts



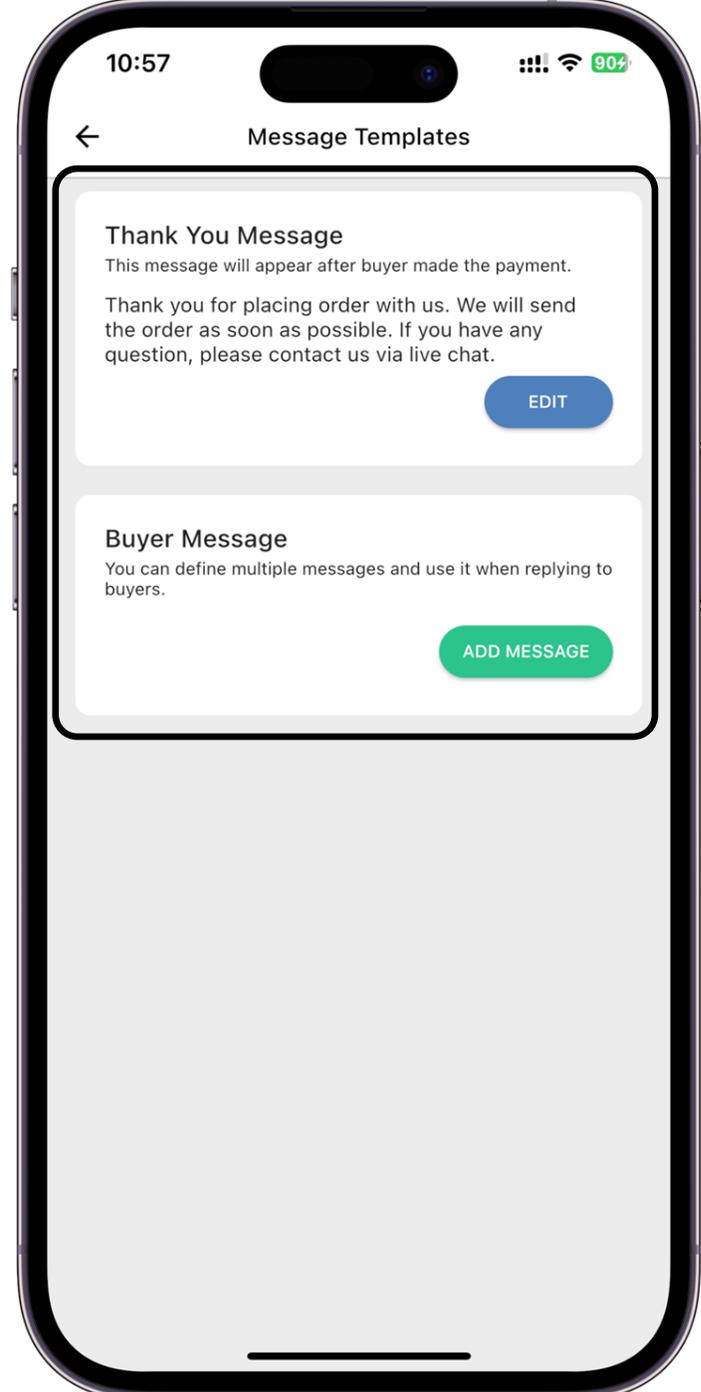
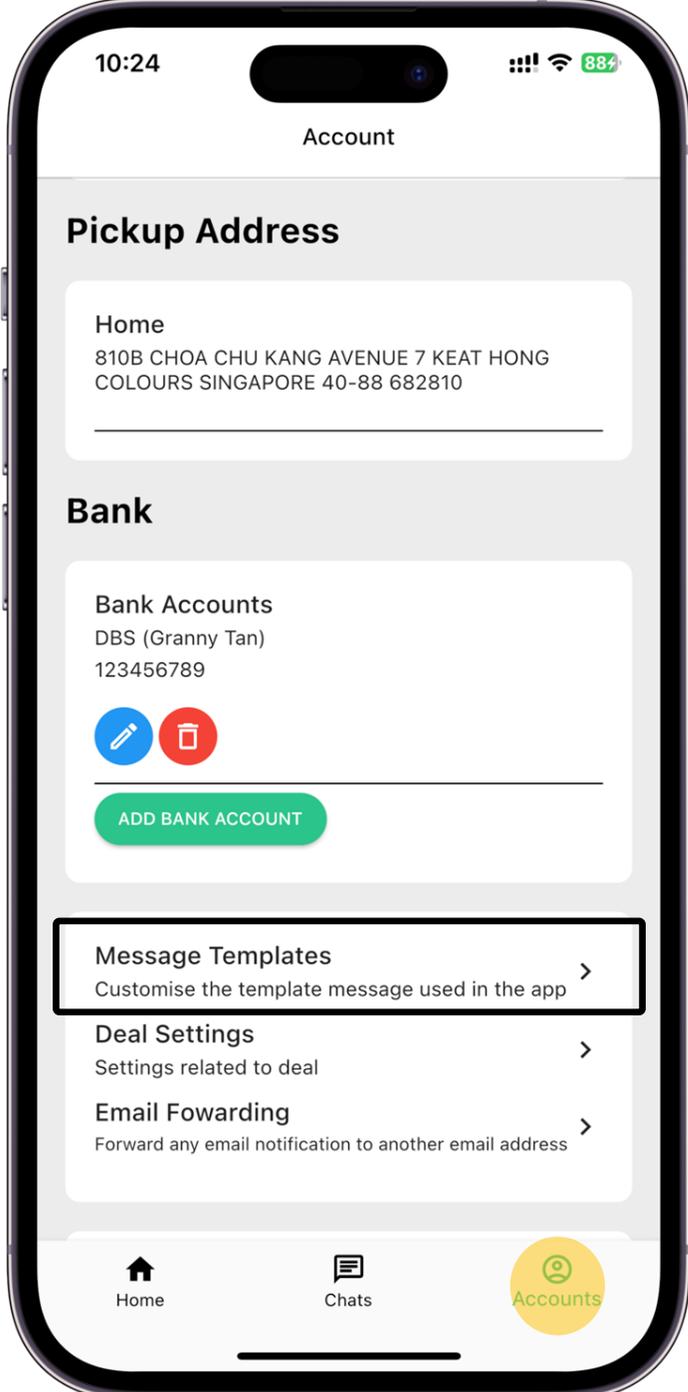
3.13

Note: User will not be allowed to change the address



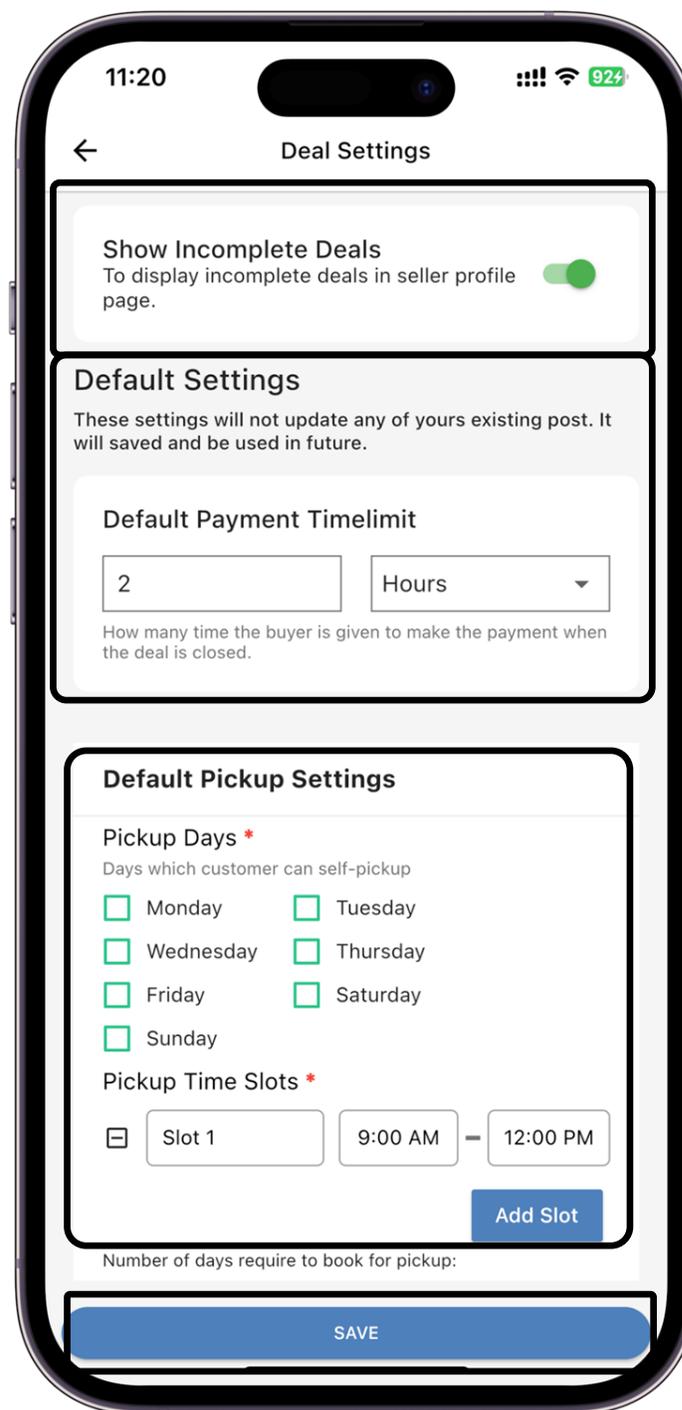
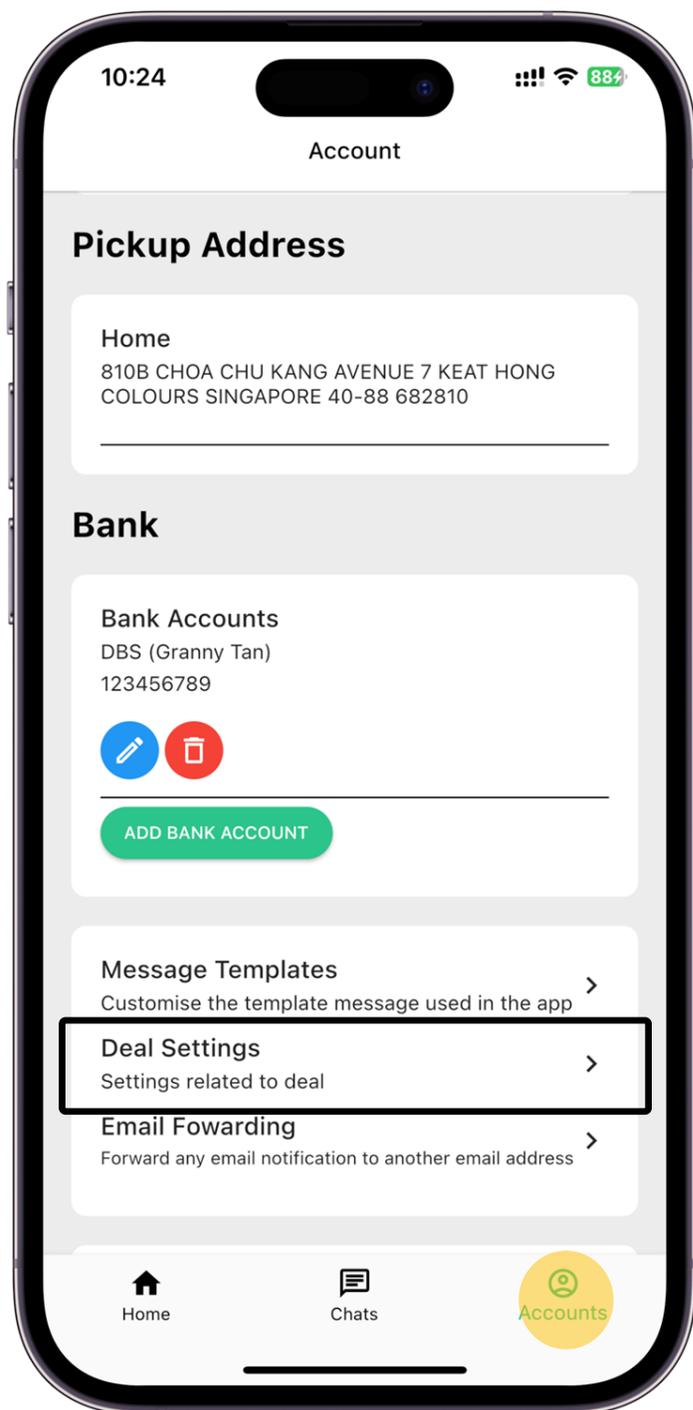
3.14

Edit or add bank account



3.15

Customize message template to response to buyer



→ 3.16

To turn on/off incomplete deals status

→ 3.17

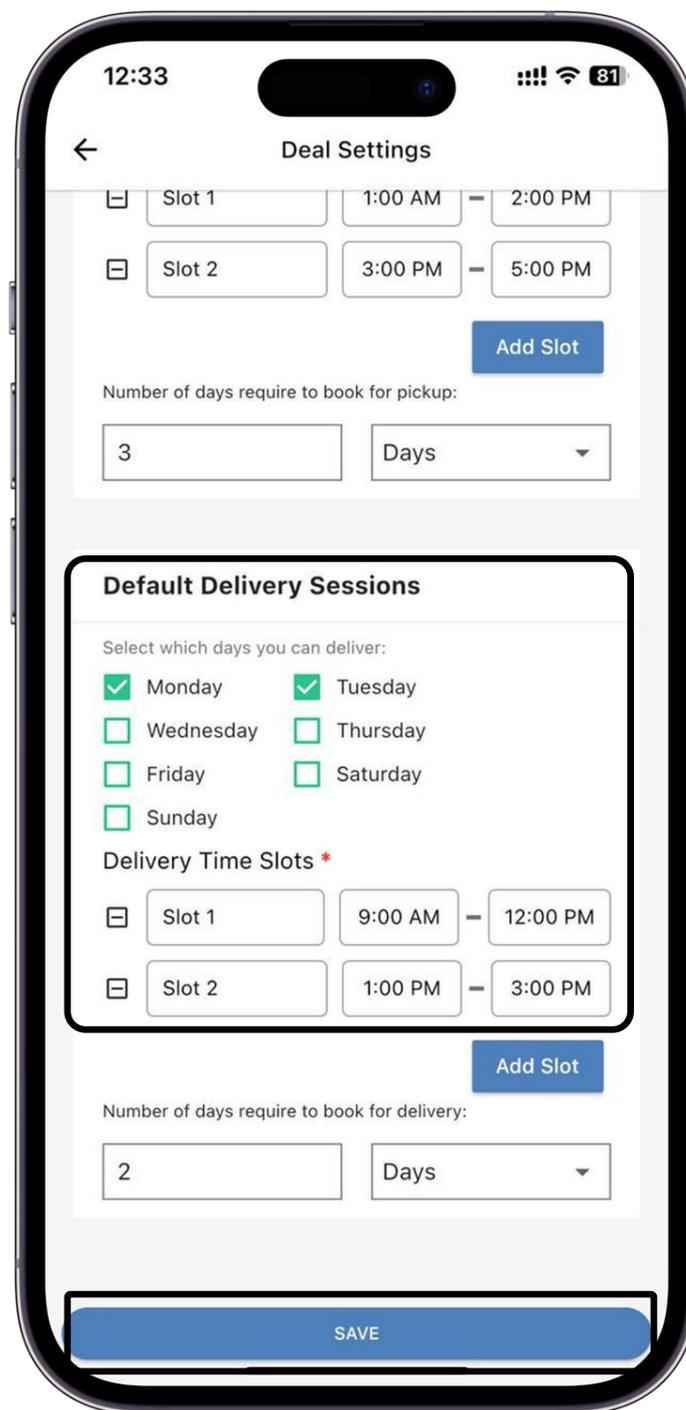
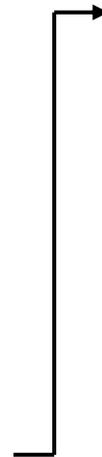
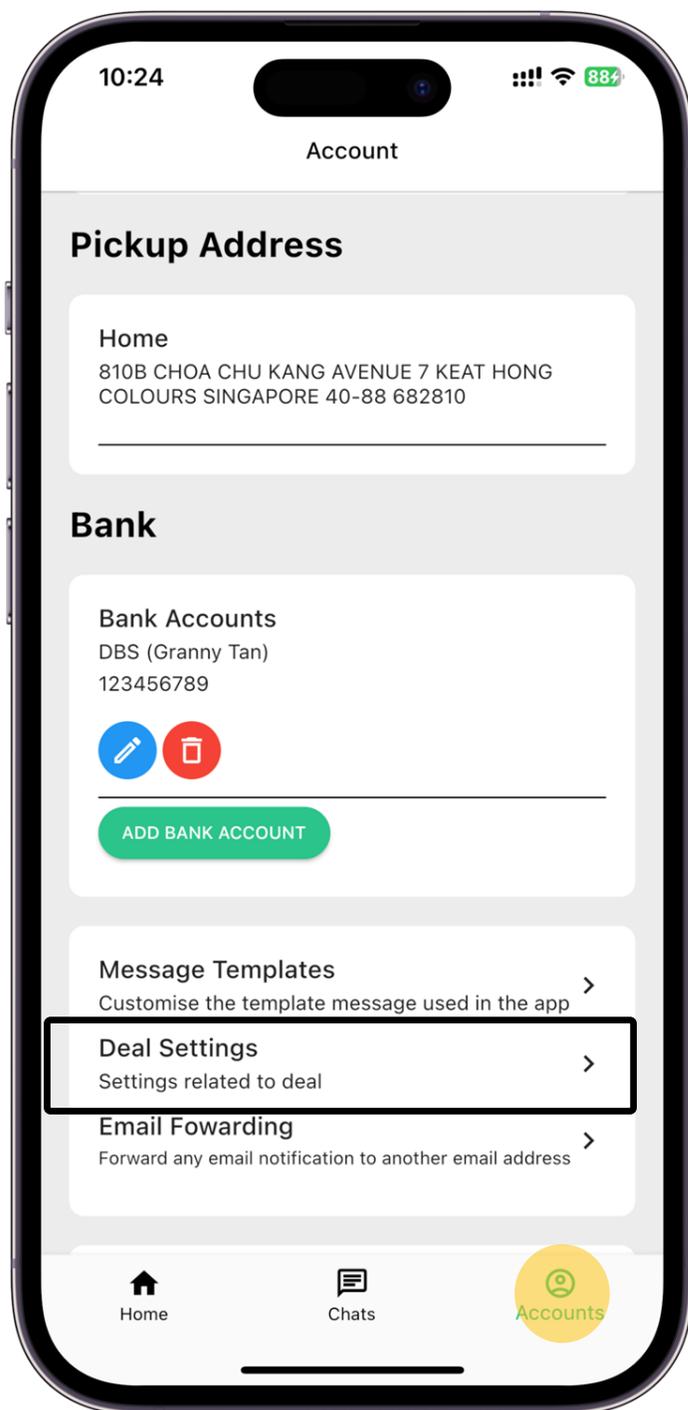
Set time limit for buyer to make payment for new deal

→ 3.18

Set pickup days and time slots as default for next post

→ 3.19

Save Settings



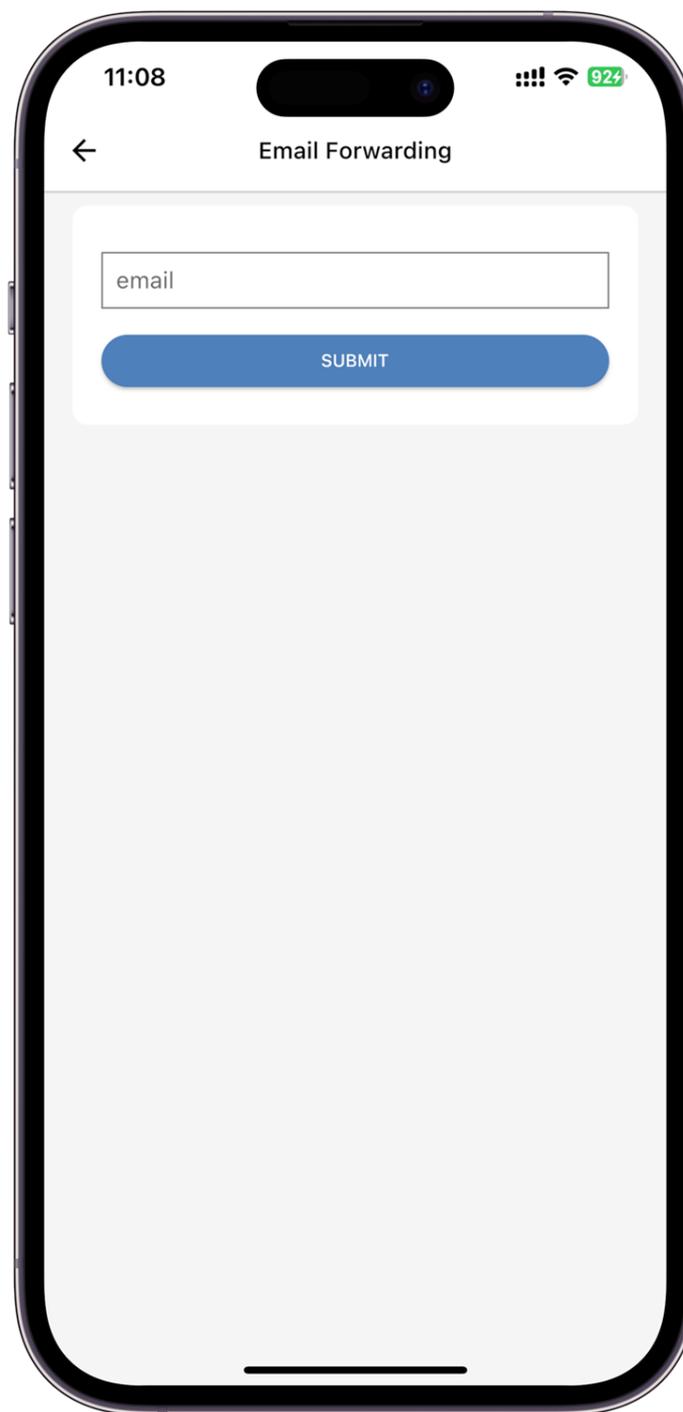
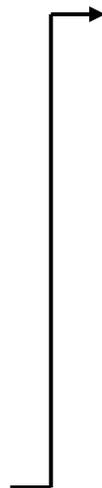
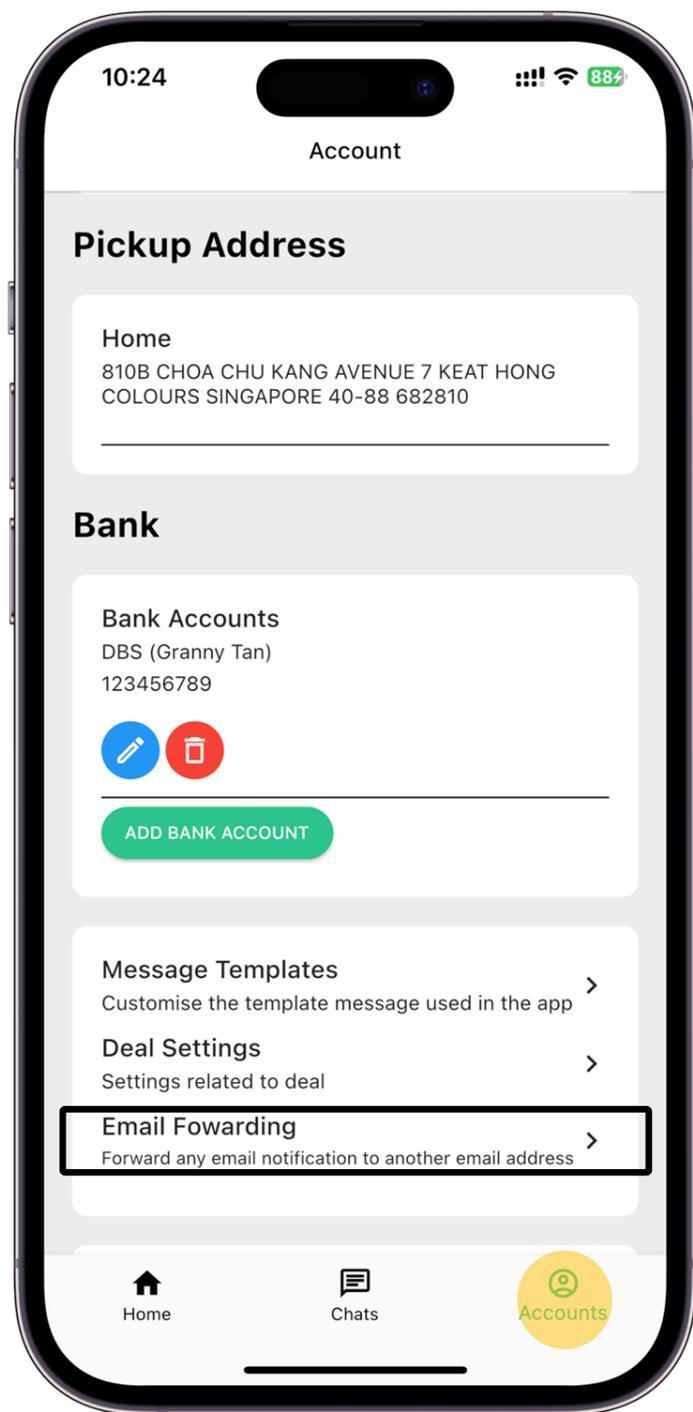
3.20

Set delivery sessions



3.21

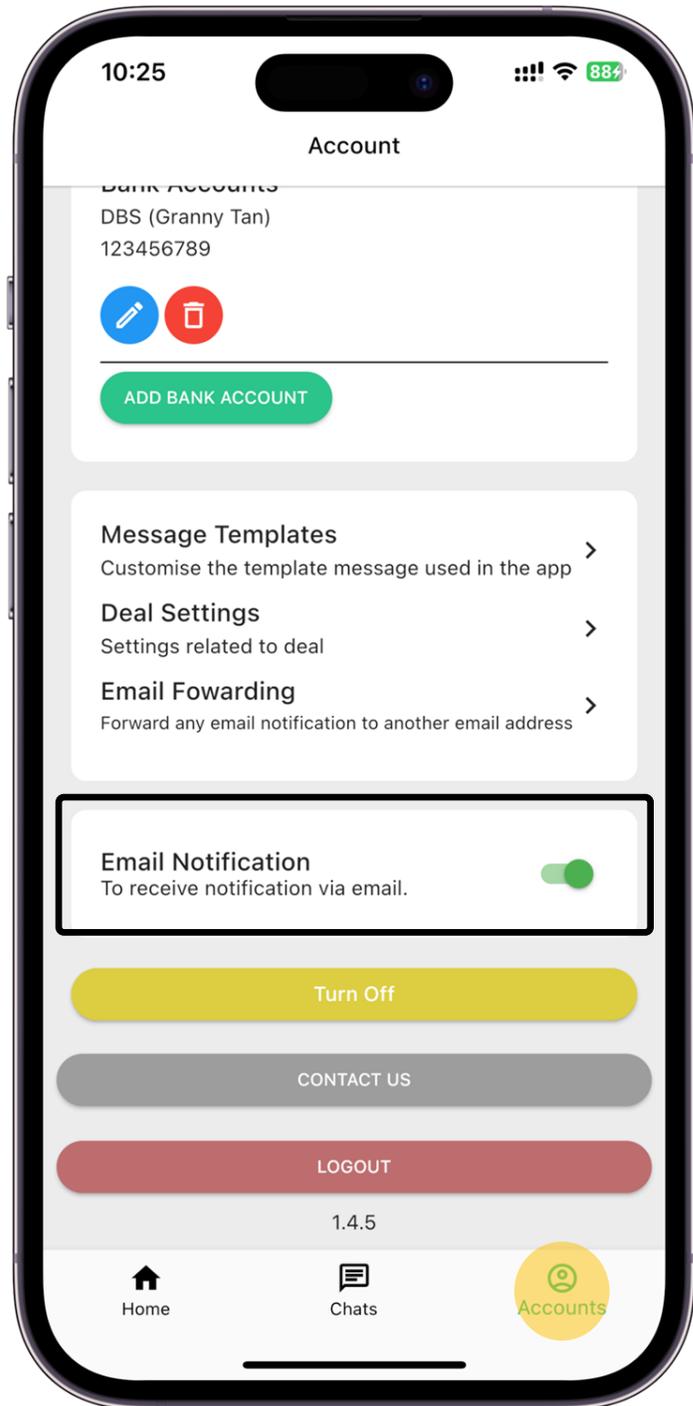
Click Save



3.22

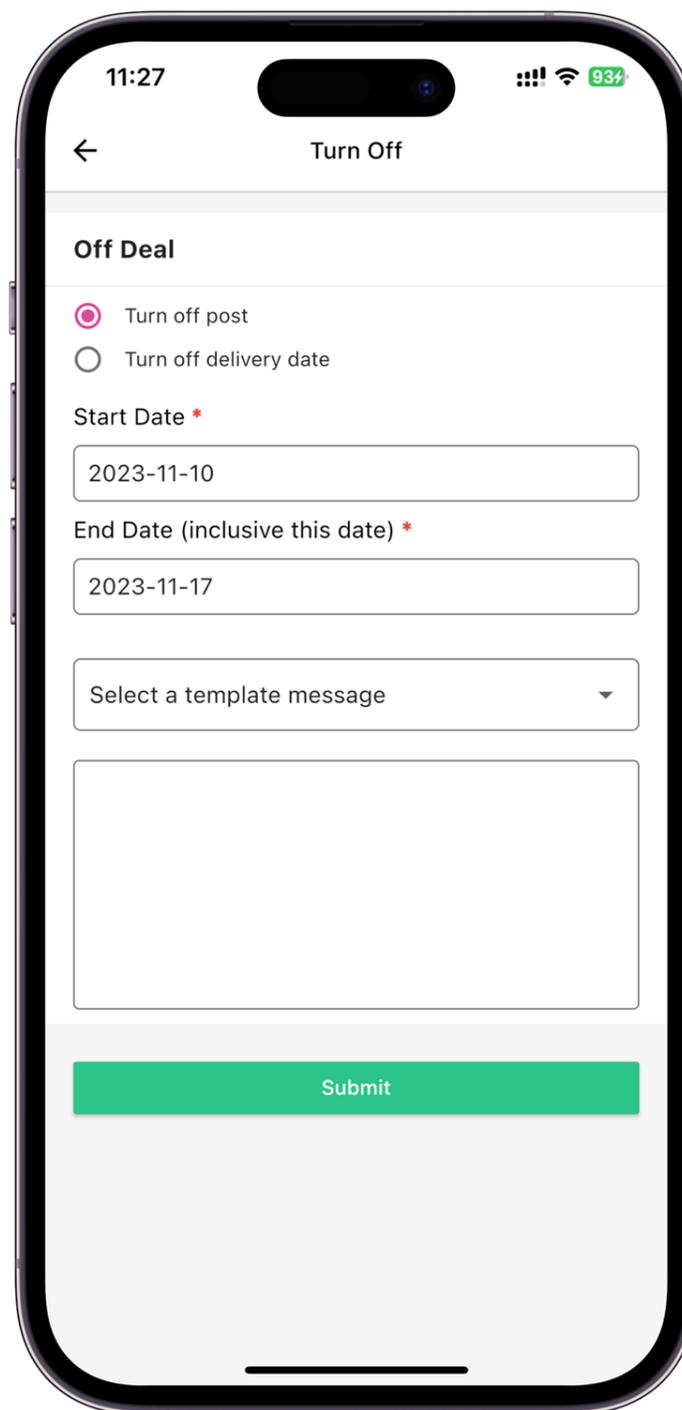
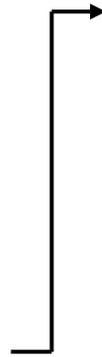
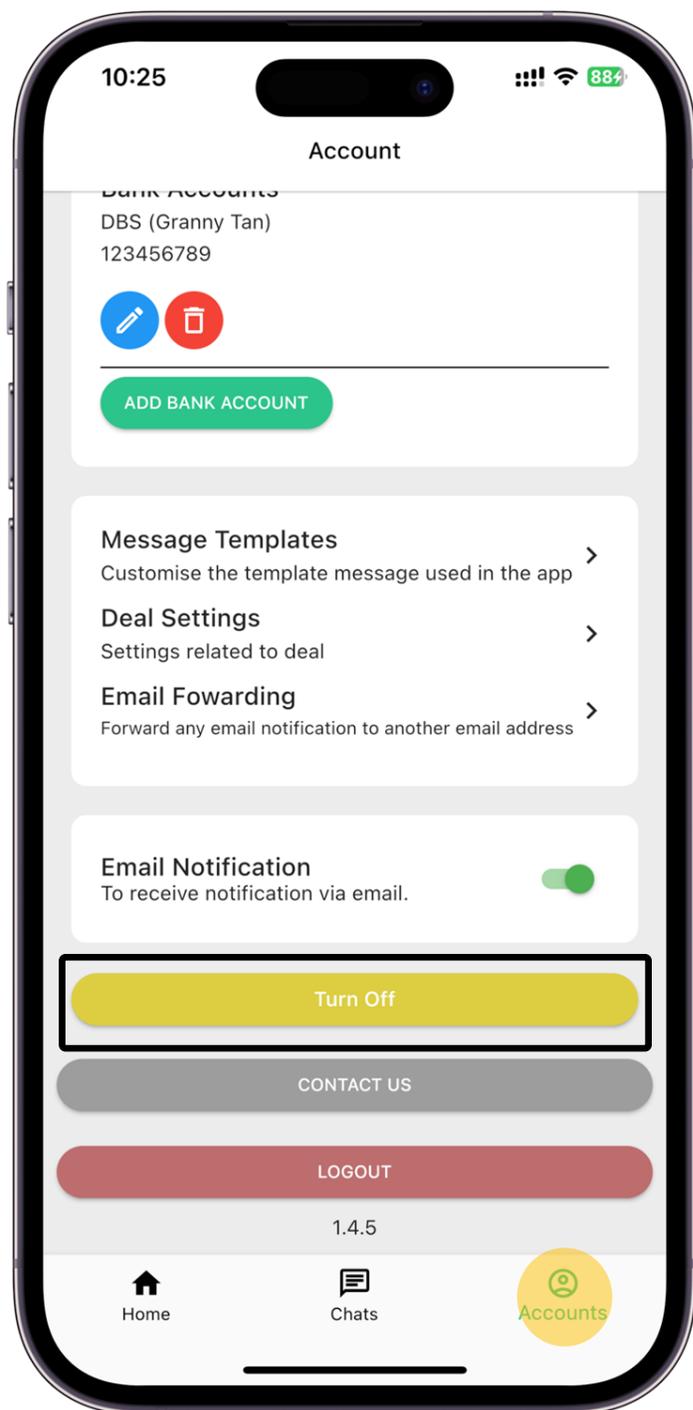
Set notification to be forwarded to desire email address

Note: The current registered email will no longer receive any email notification



3.23

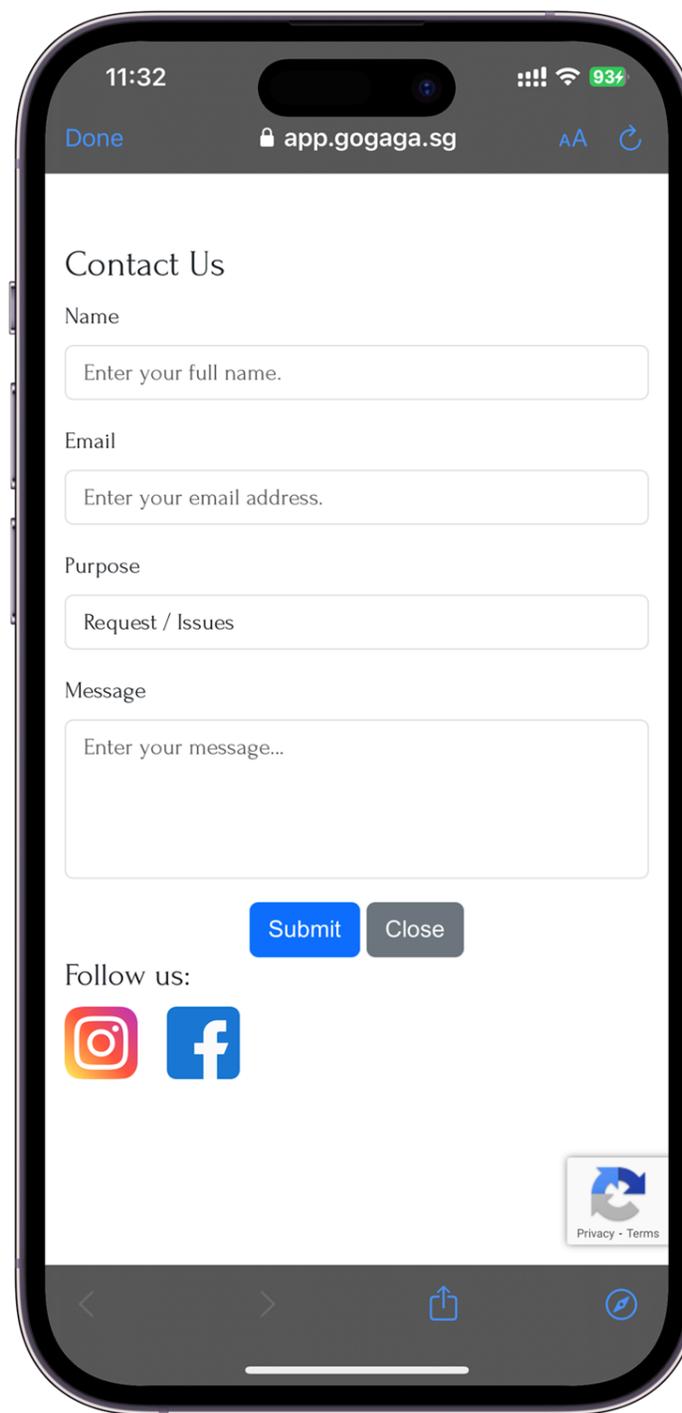
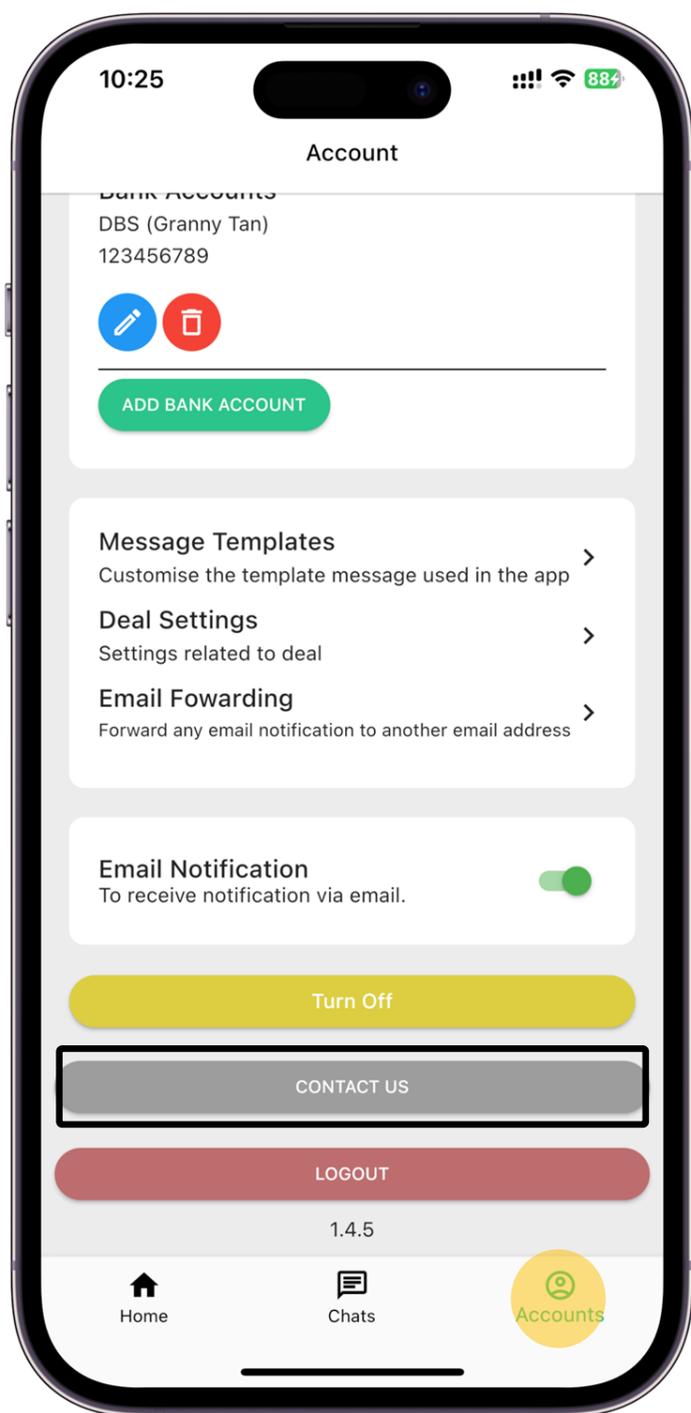
Turn on/off email notifications



Setting to:

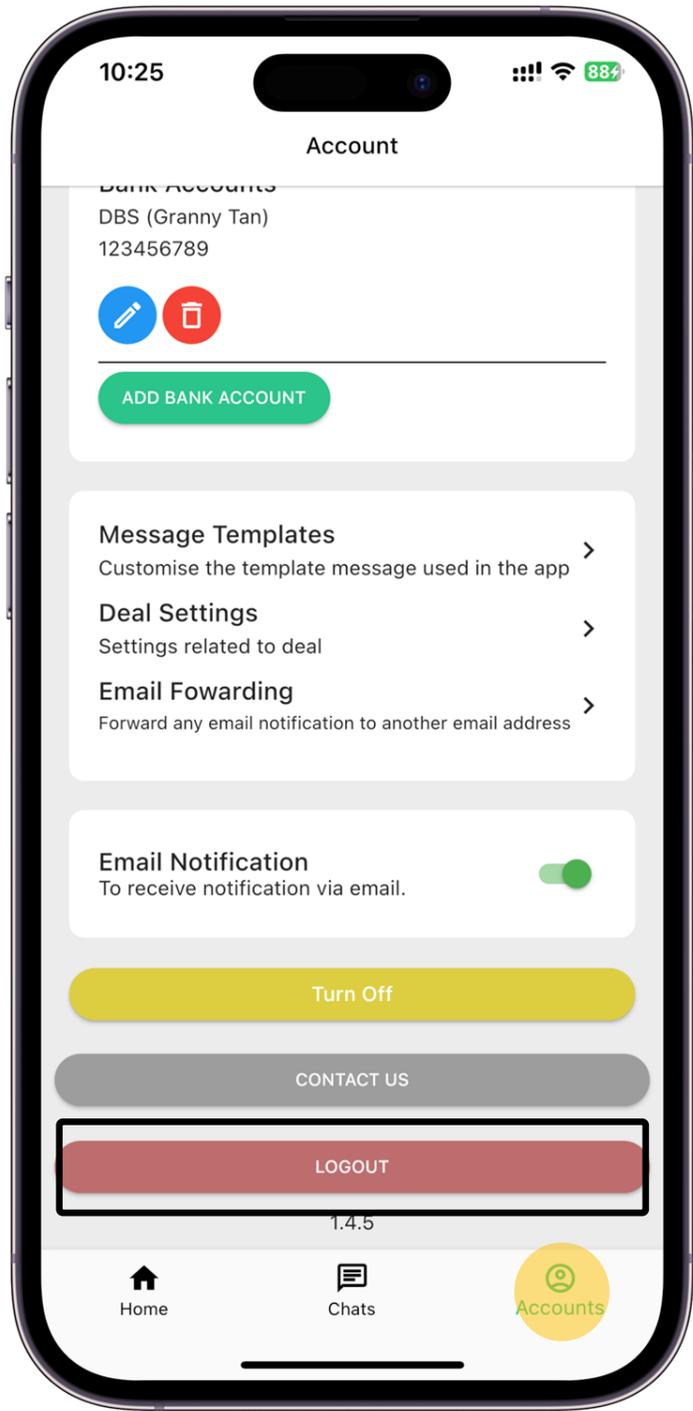
- a. Turn off post via date range with customize template to potential buyers
- b. Turn off delivery by setting date range

Note: This function overwrite "Turn Off" function in individual deal



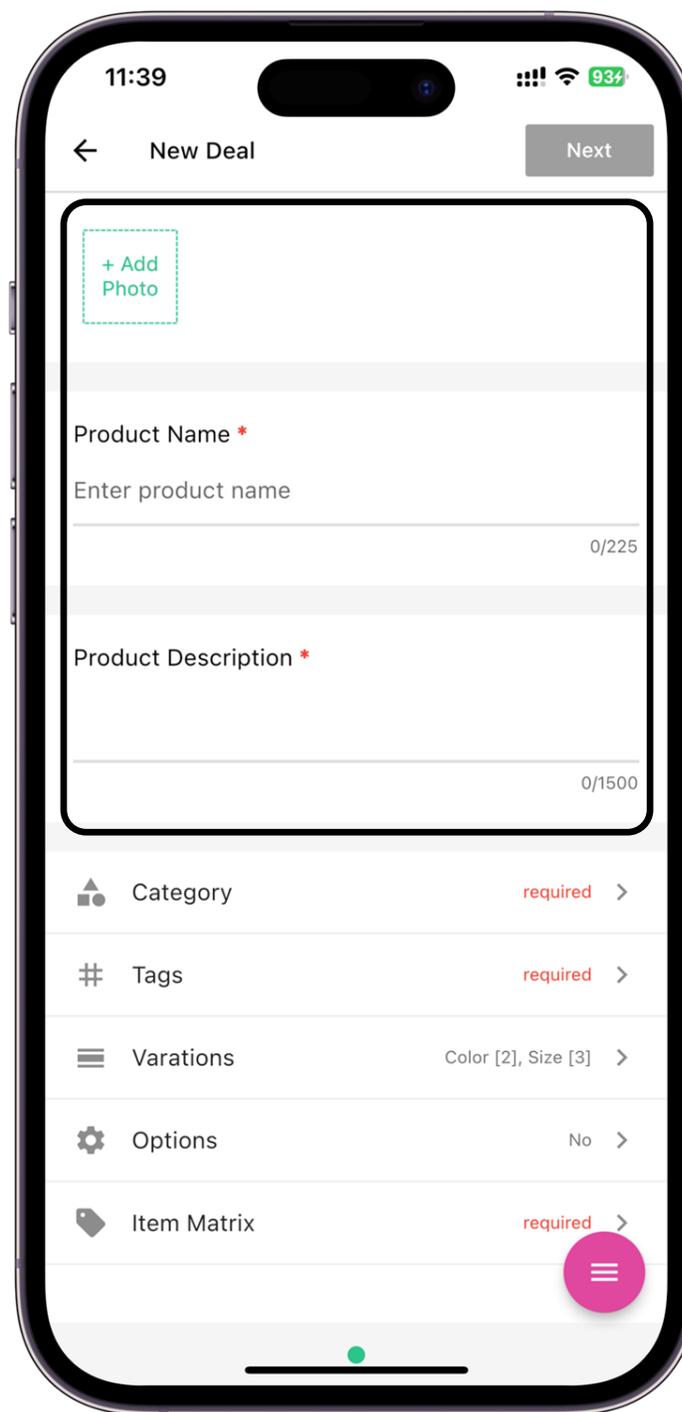
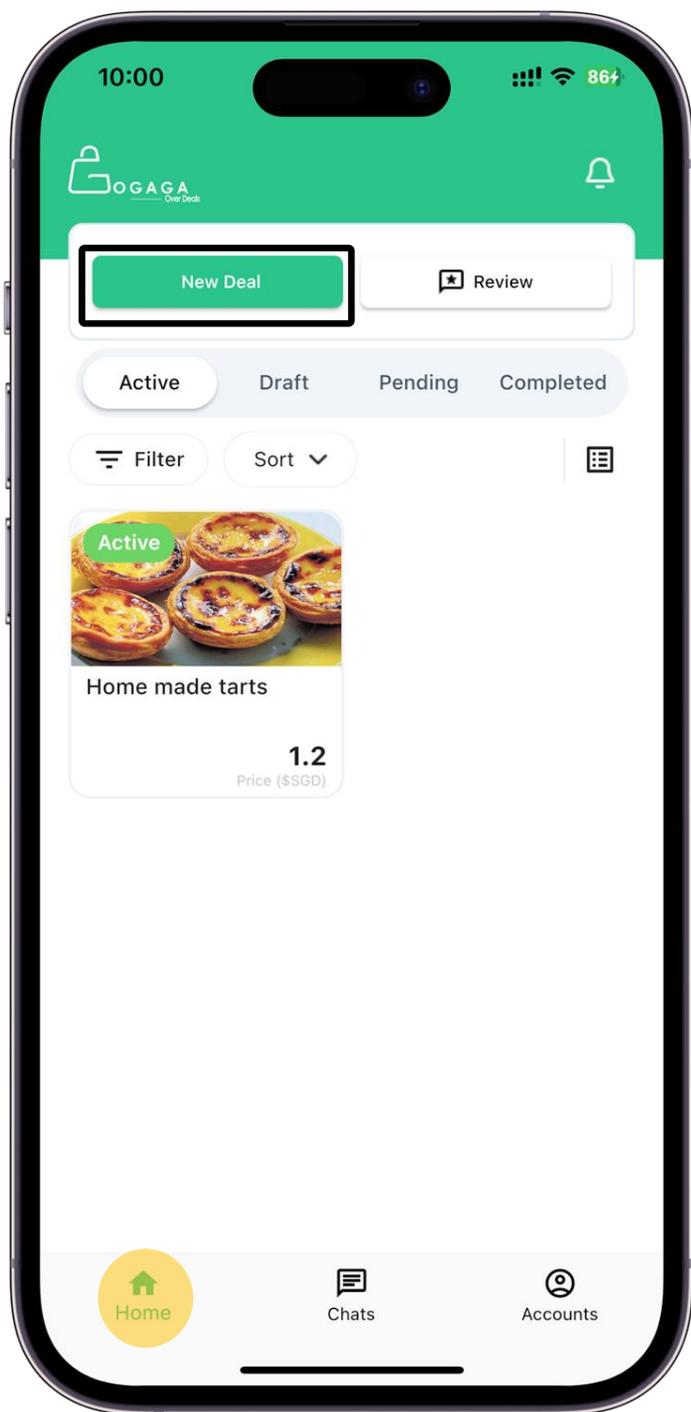
3.25

Contact us for
your enquiries



3.26

Log out of app



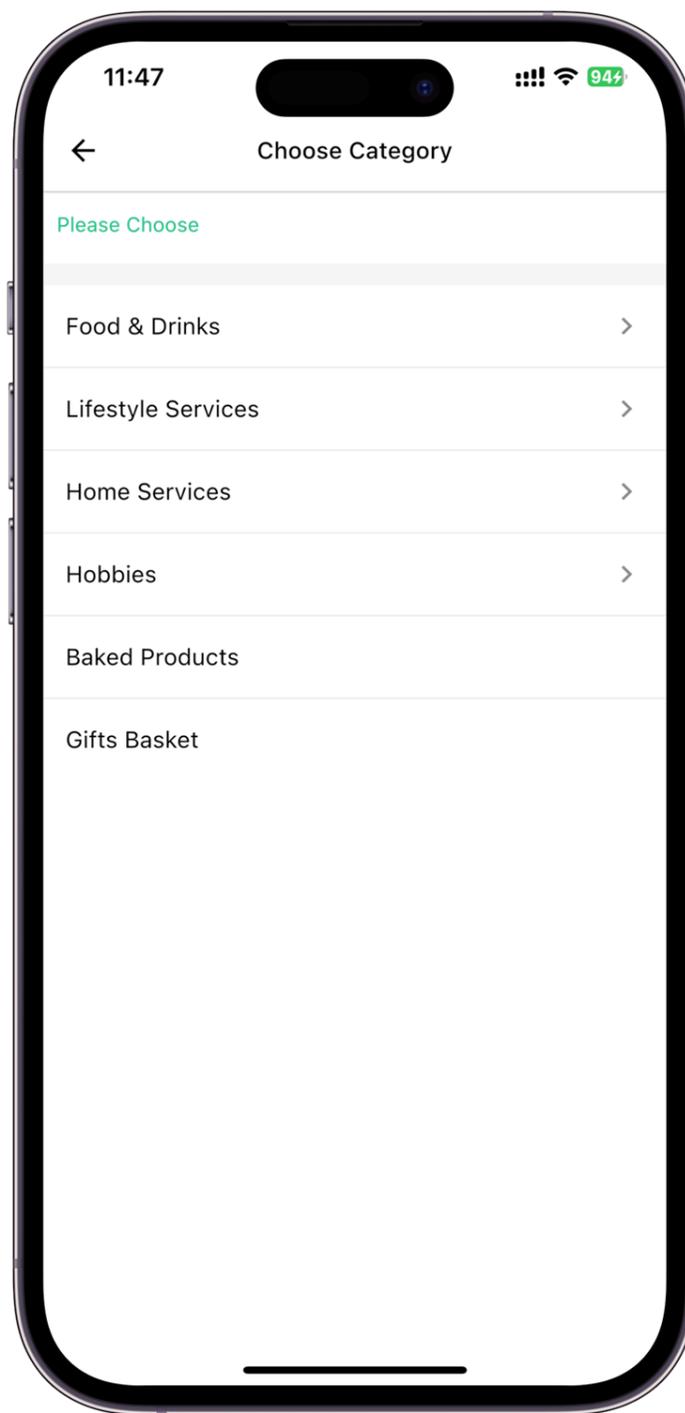
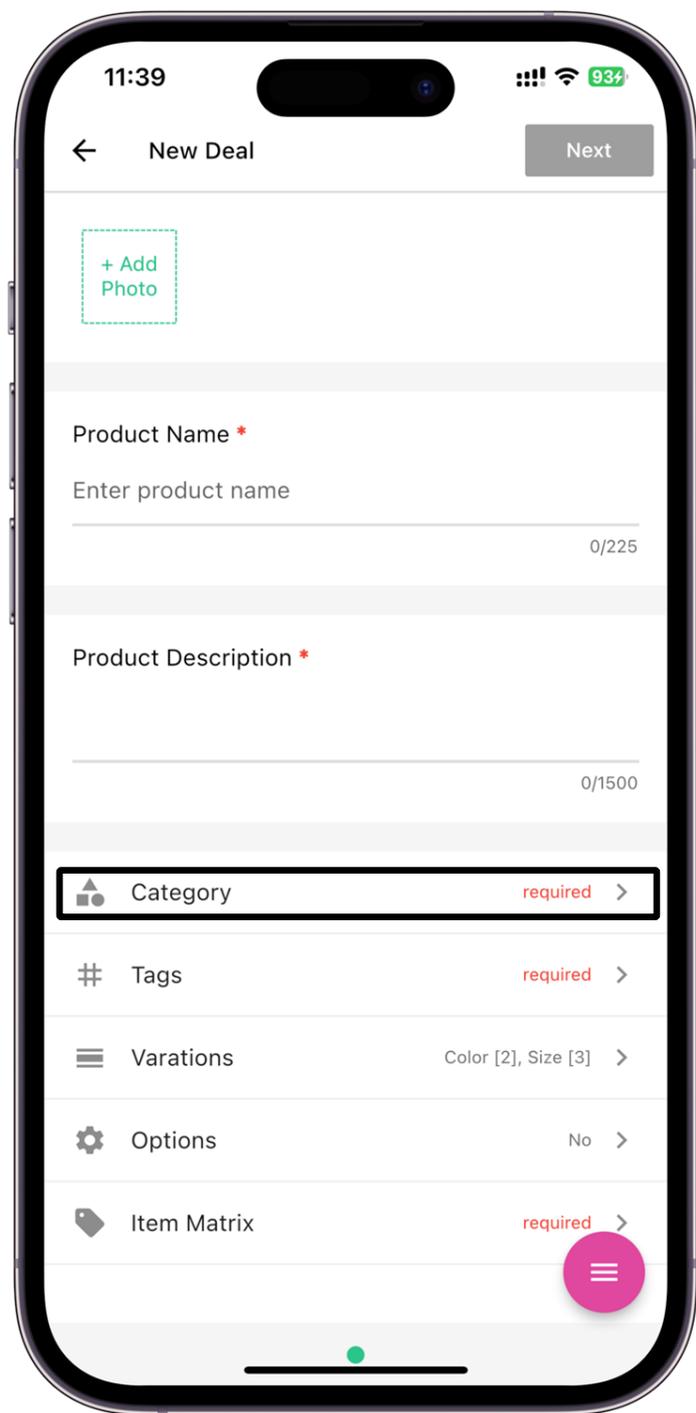
3.27

Input description of deal

Photo
Photos of the product

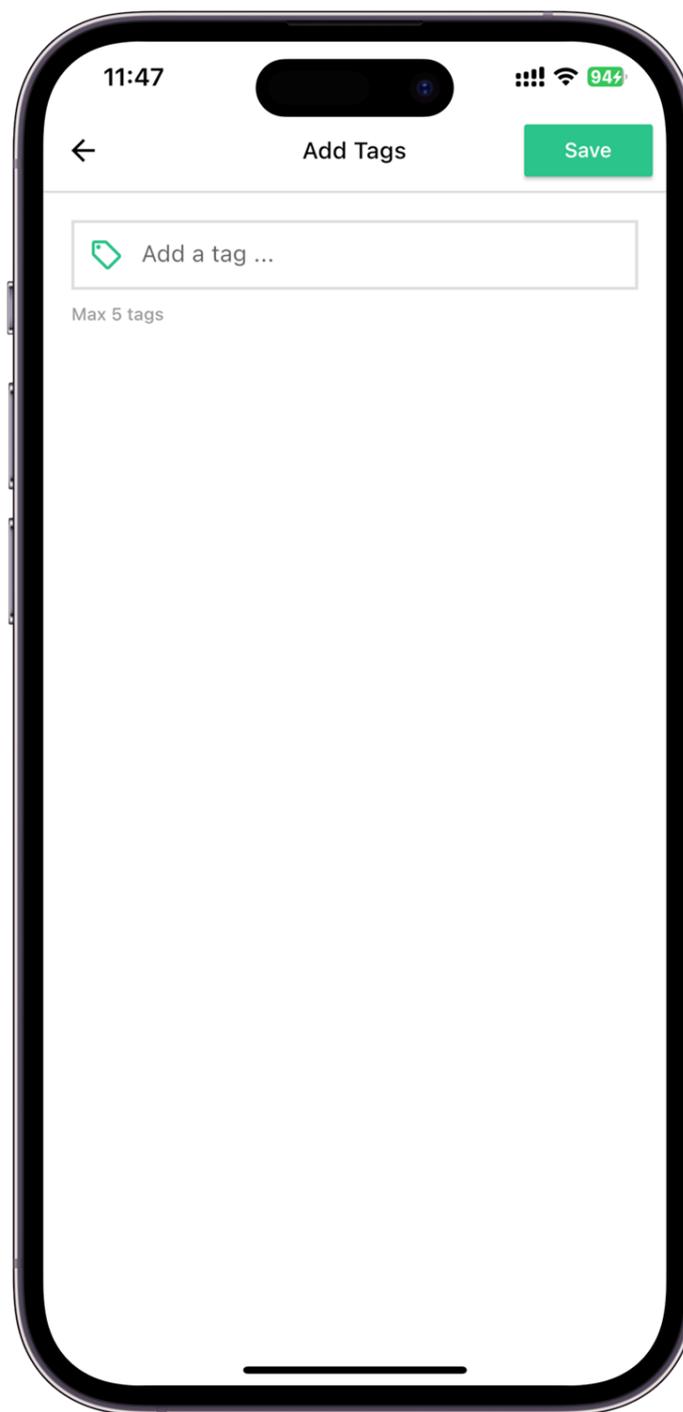
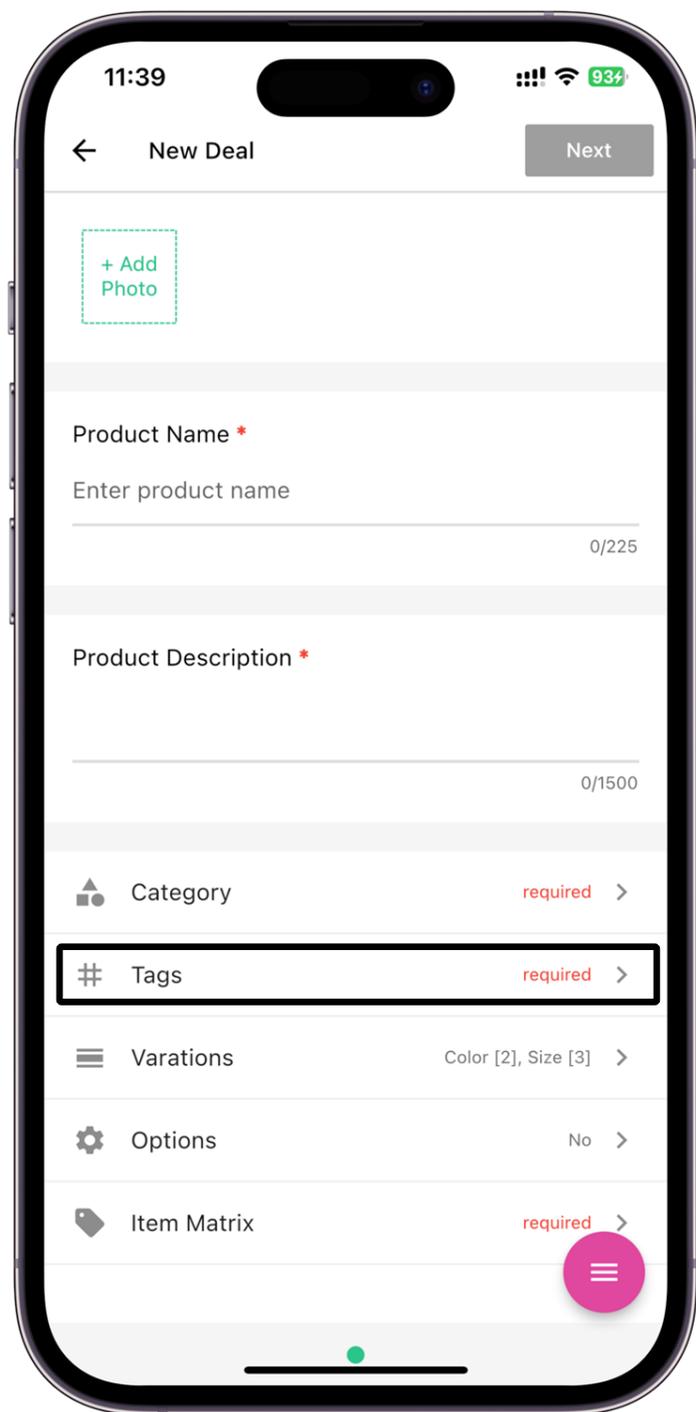
Product Name
This will be the title of your post

Product Description
Brief description of the product



3.28

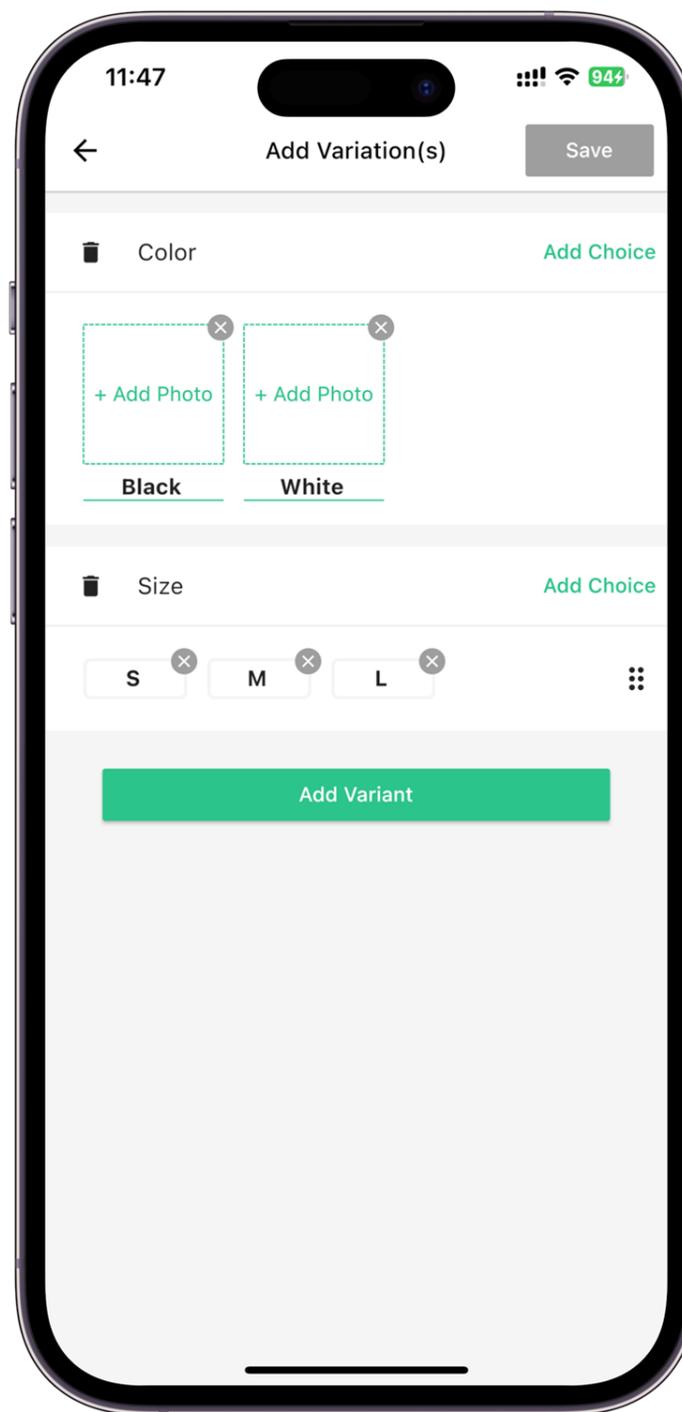
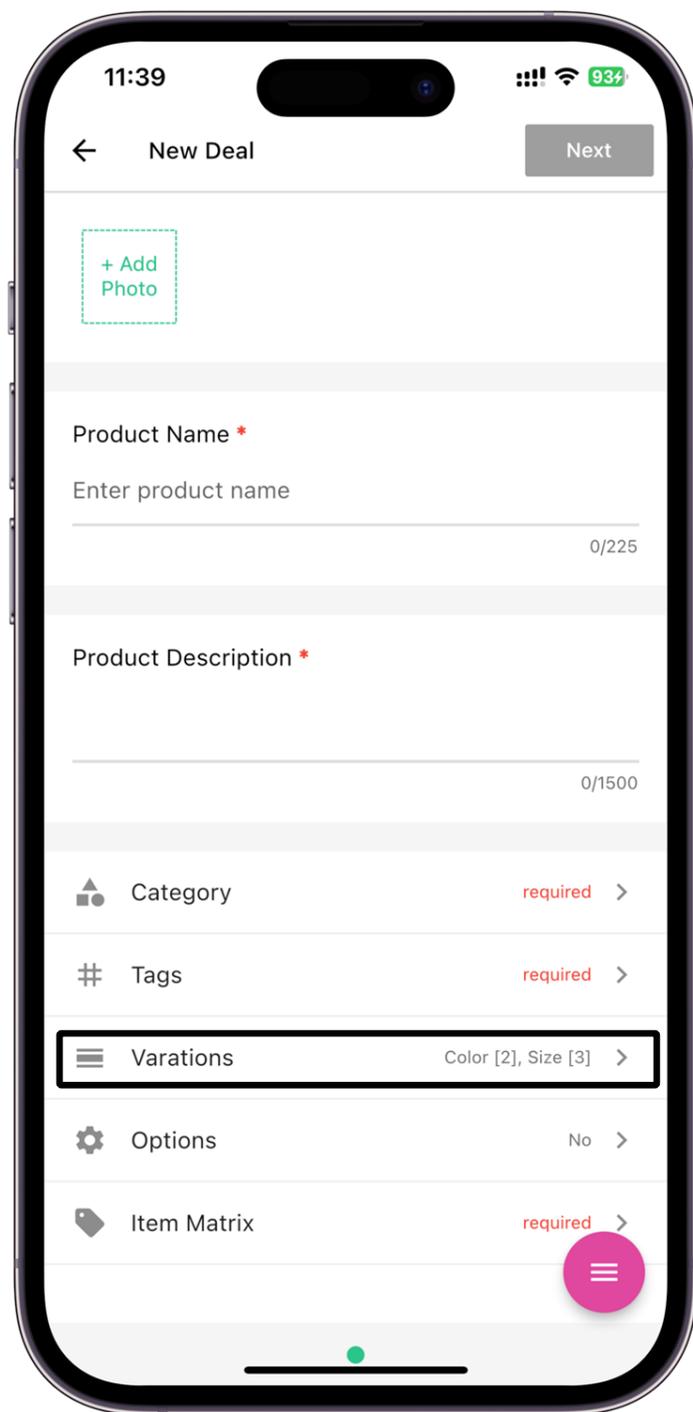
Choose the category that your product is in



3.29

Tags are used to associate the post to specific word(s) that are used when a buyer perform a search. When the tags and the search word is the same, the post will show up.

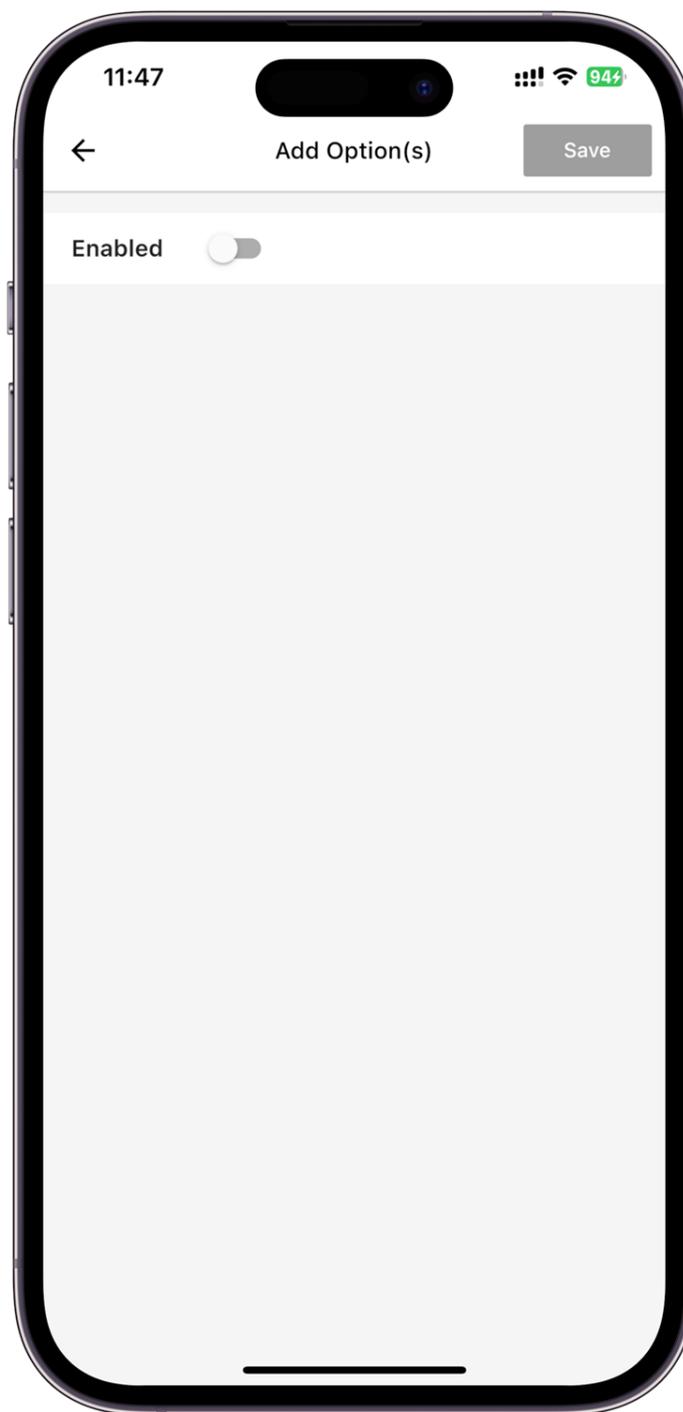
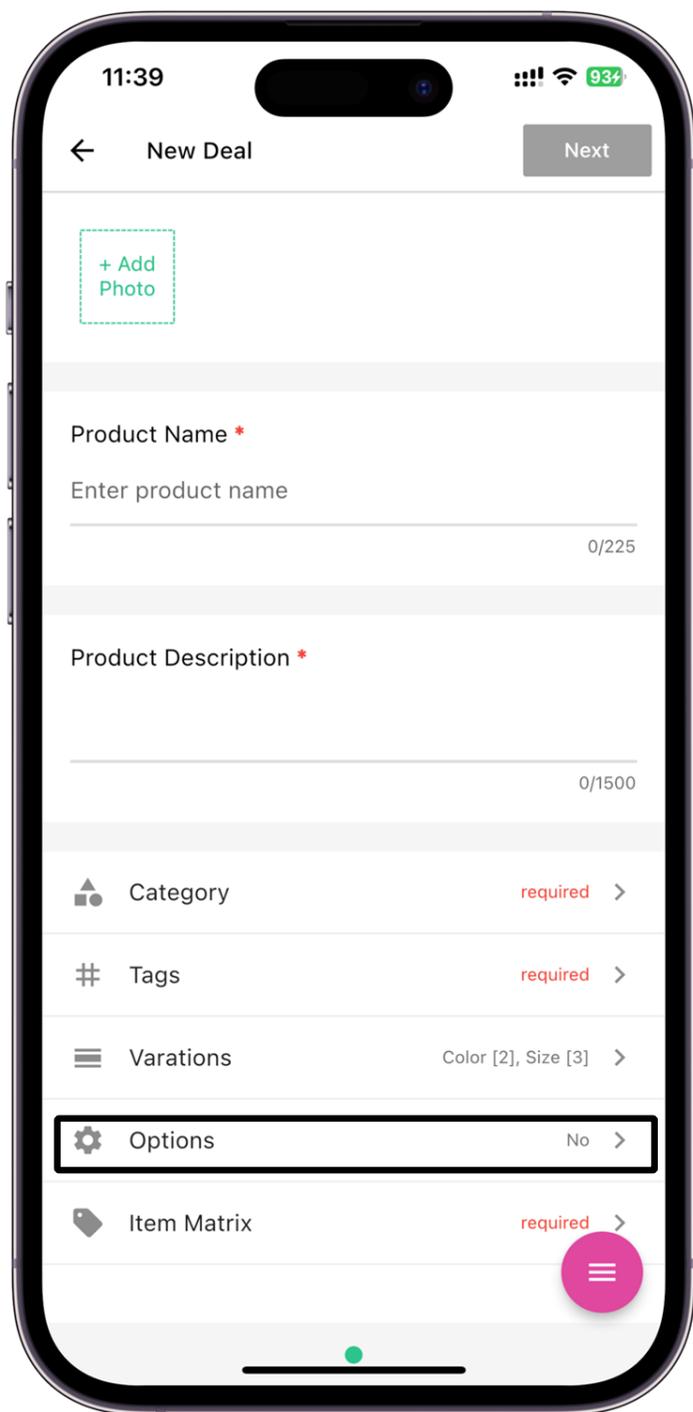
Note: You can input in a maximum of 5 Tags



3.30

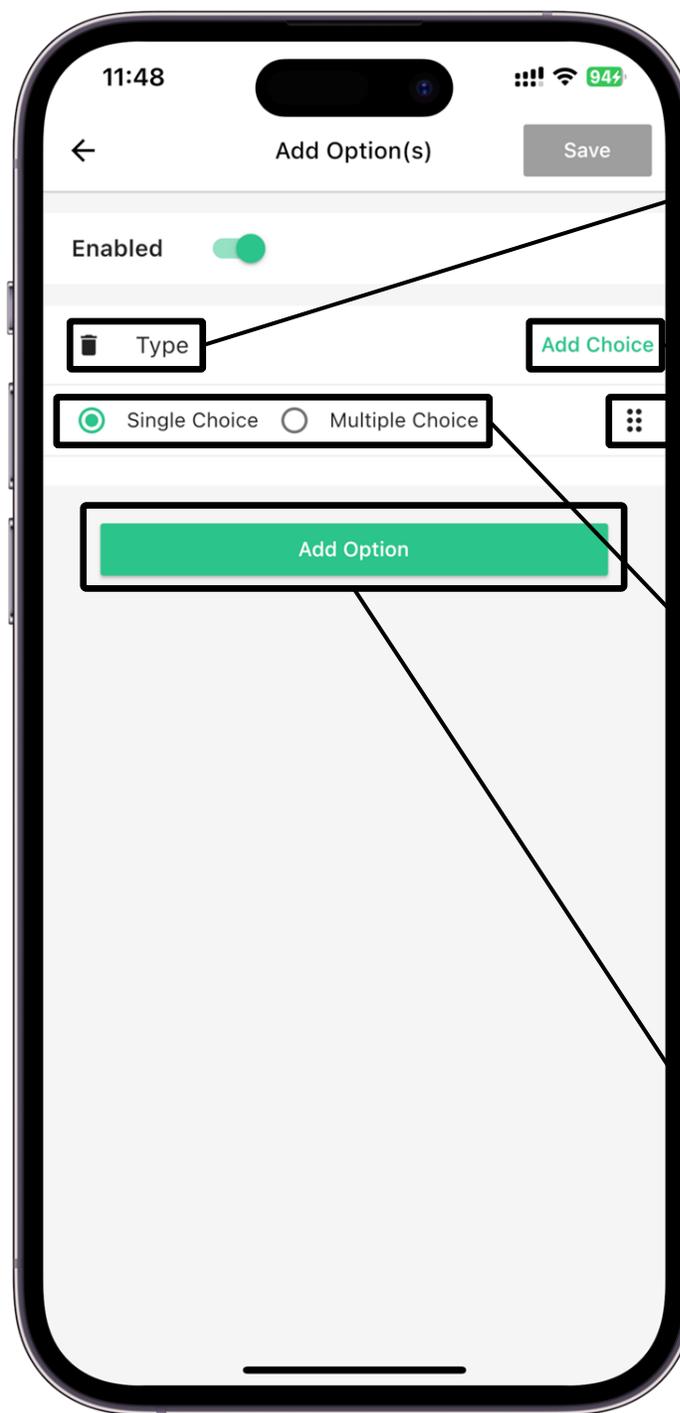
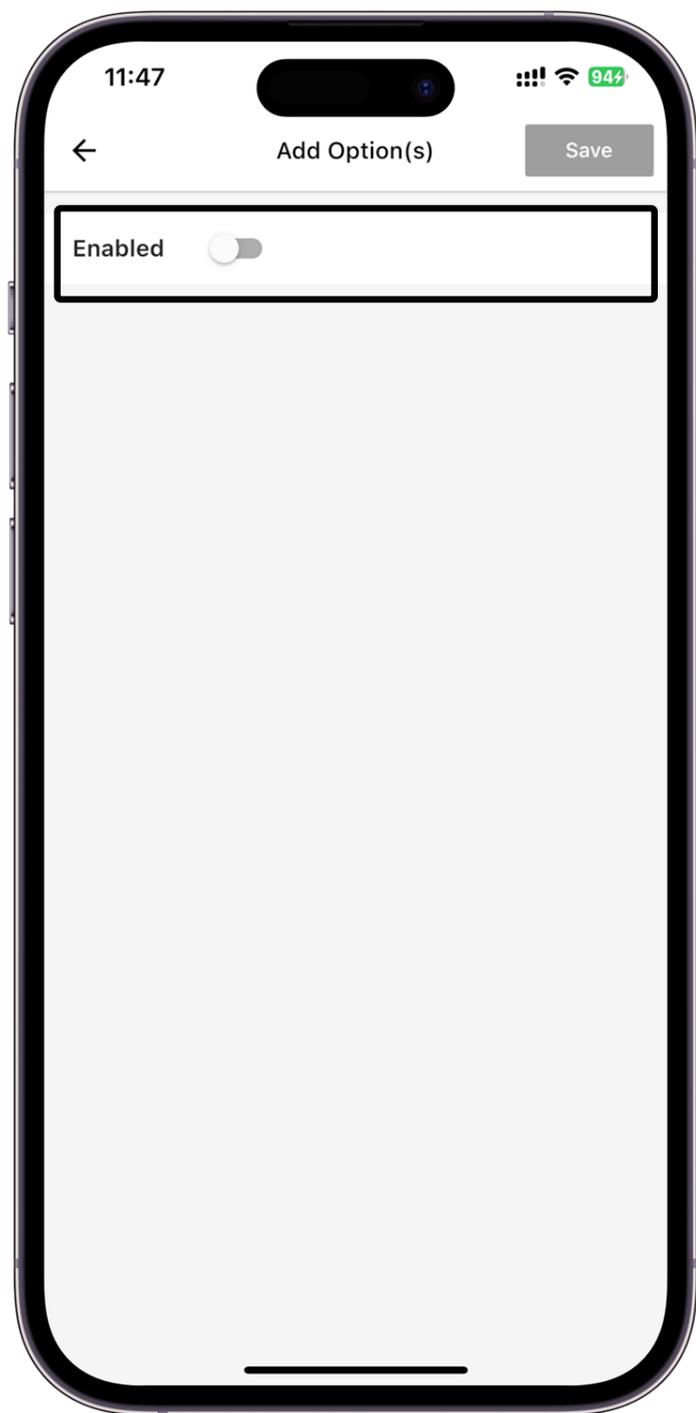
Variations are unique sets of options (such as size, color, material, etc.) that exist for this particular product.

Combinations of these options will create the Item Matrix Table.



3.31

Additional options that can be attached to items created in the Item Matrix Table. Does not interfere with the generation of the Item Matrix Table



3.32

Name of Option group

3.33

To add sub-option selection

3.34

To reposition Group

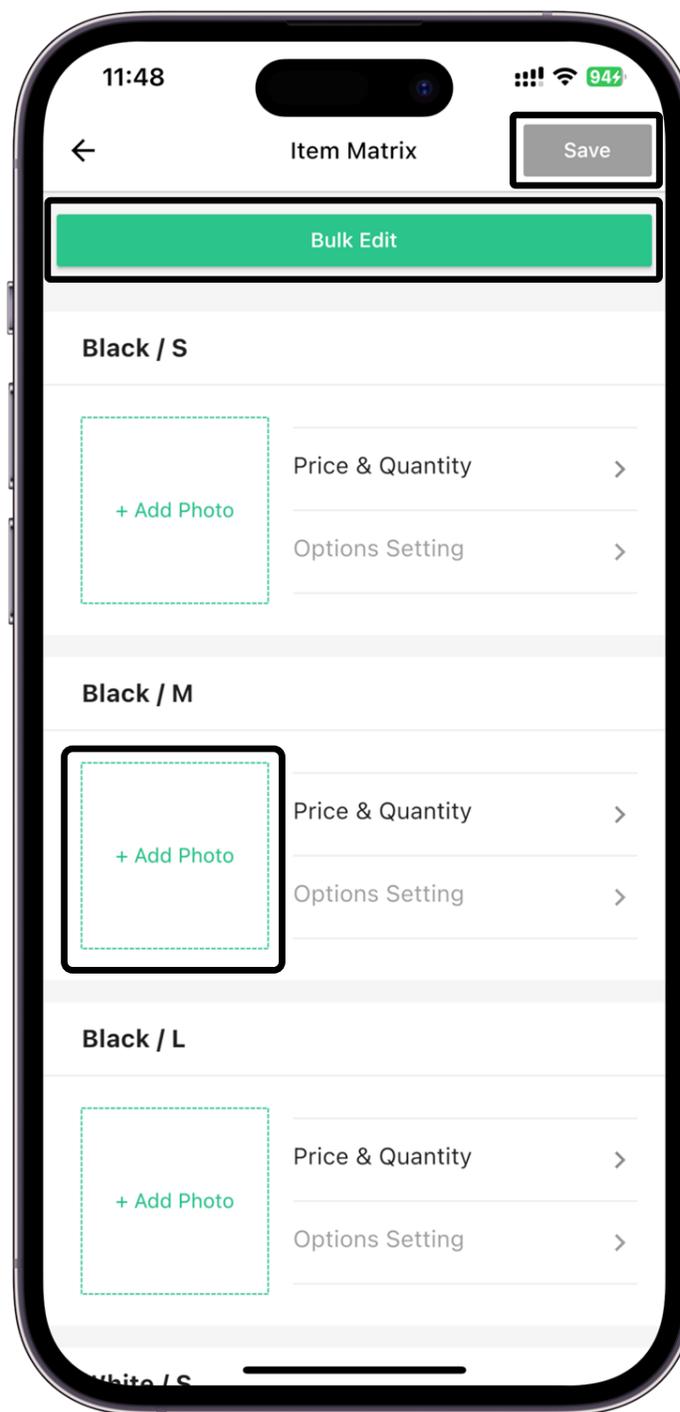
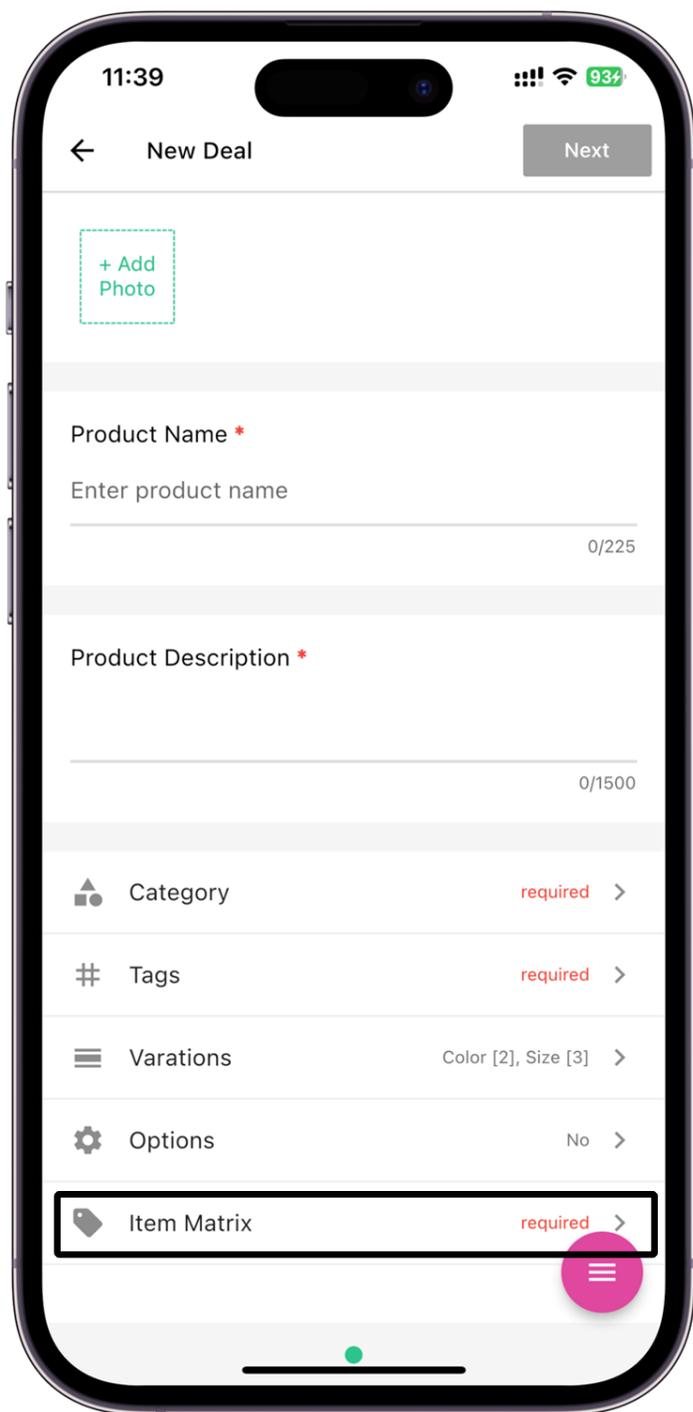
3.35

Single Choice:
Buyer can only choose one option from this group

Multiple Choice:
Buyer can choose zero or more option from this group

3.36

Add a new Option group



→ 3.37

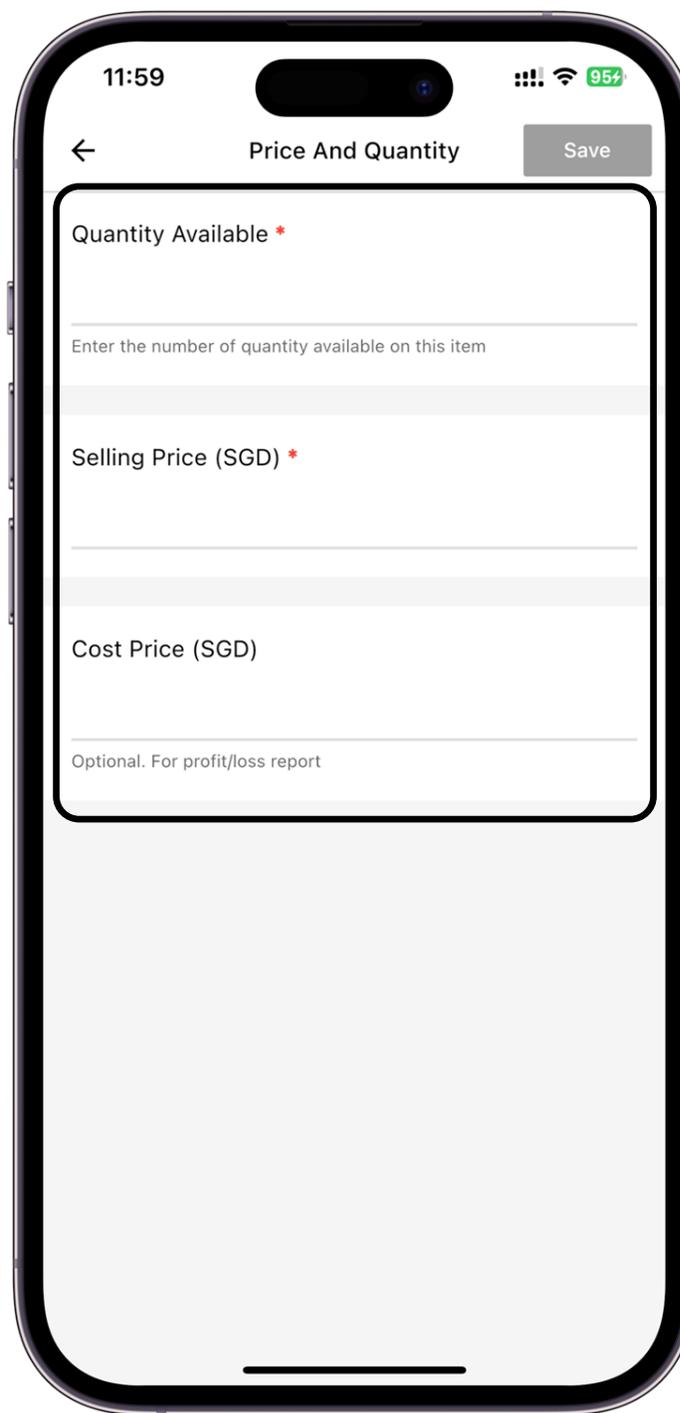
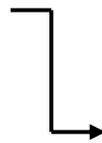
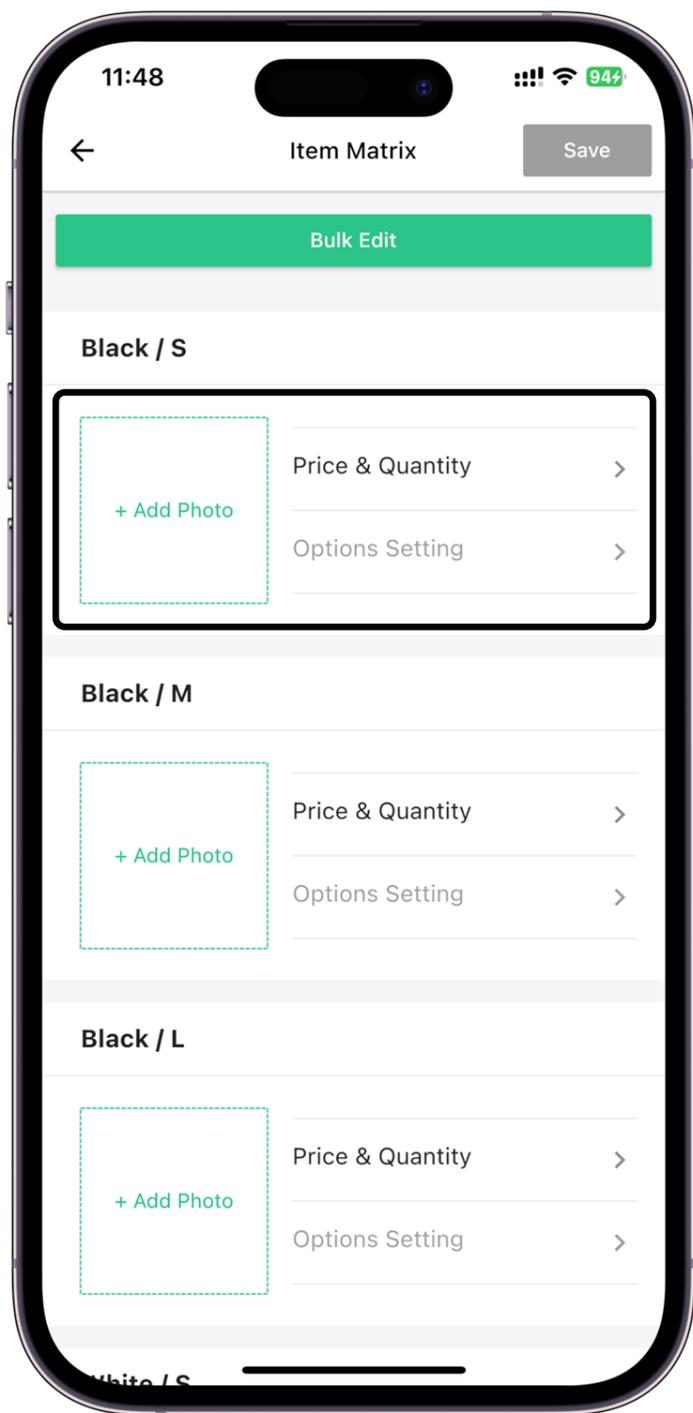
Save Table

→ 3.38

Bulk update of Price, Quantity and Option of the generated variation combination.

→ 3.39

Allow adding photo to each variation

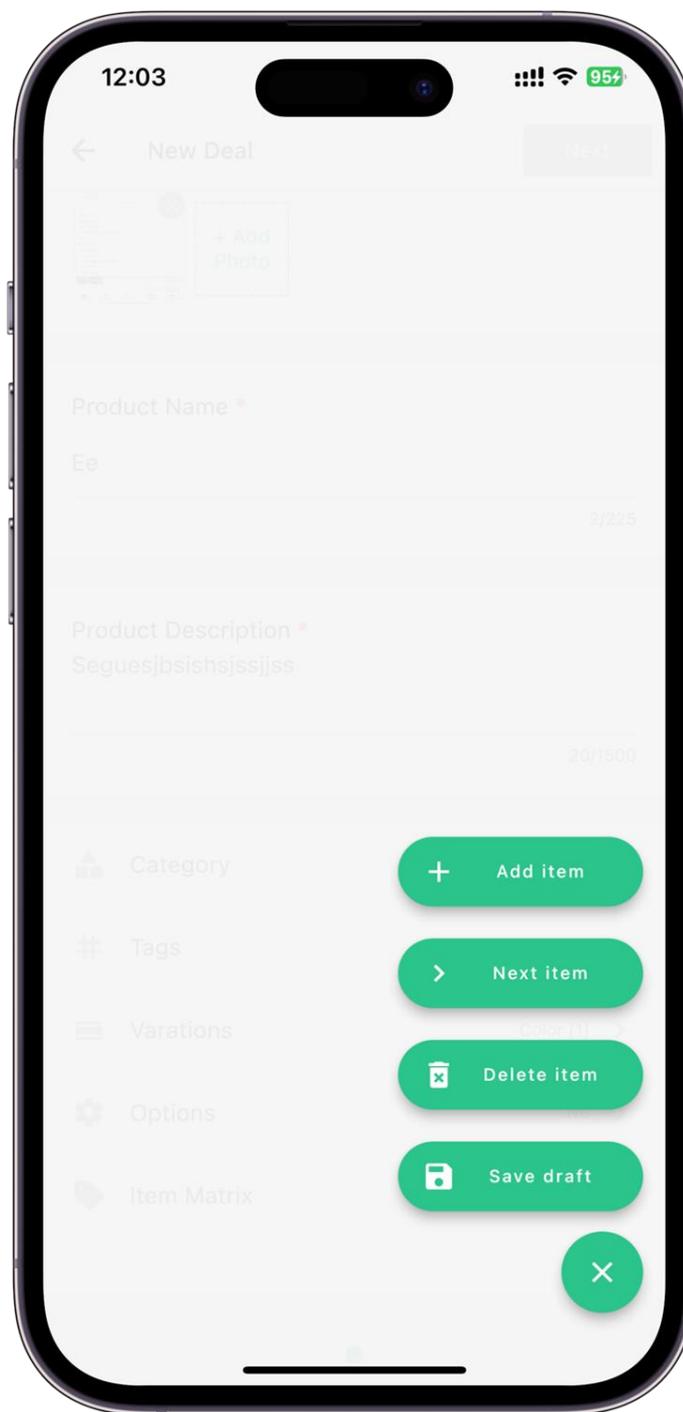
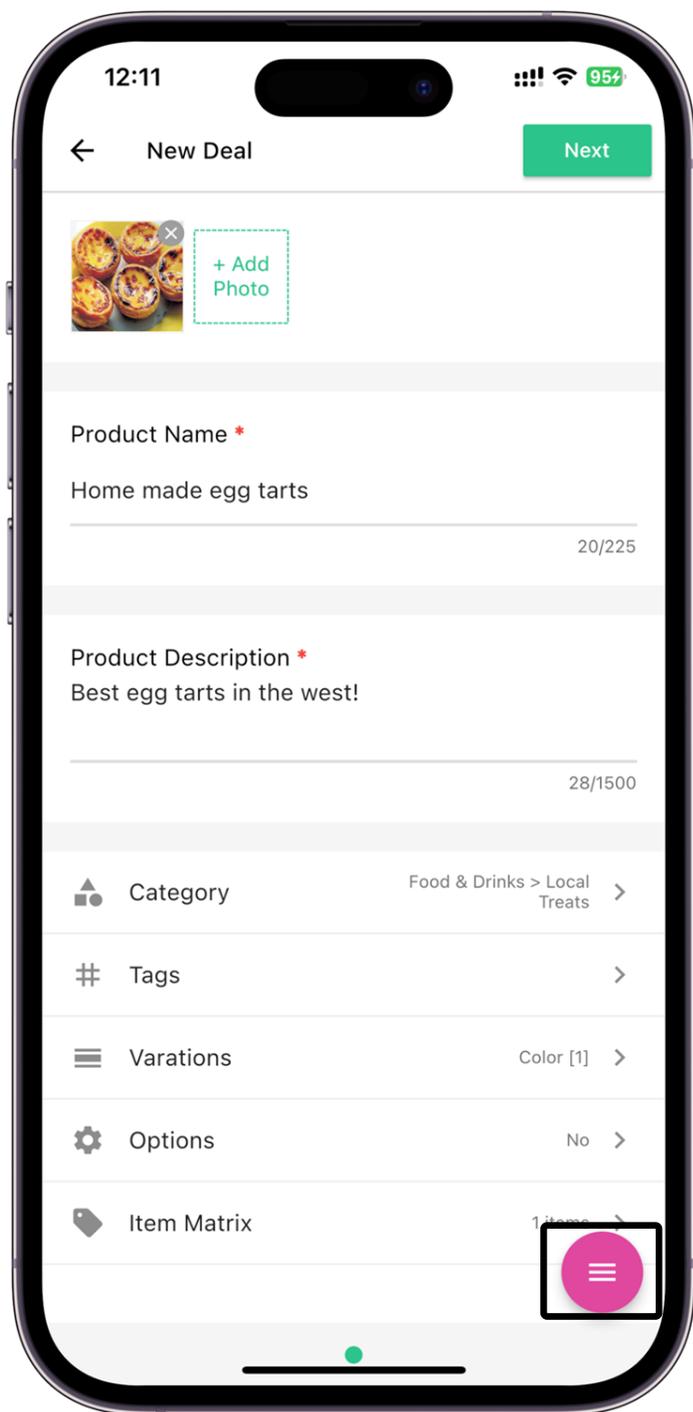


3.40

Quantity
Stock availability

Selling Price
Price which is seen
by buyer

Cost Price
Price which is not
seen by buyer
(Used for
calculation your
P&L)



3.41

Add Item

Add another item thread to the deal.

Added item will be posted under the same deal.

Next Item

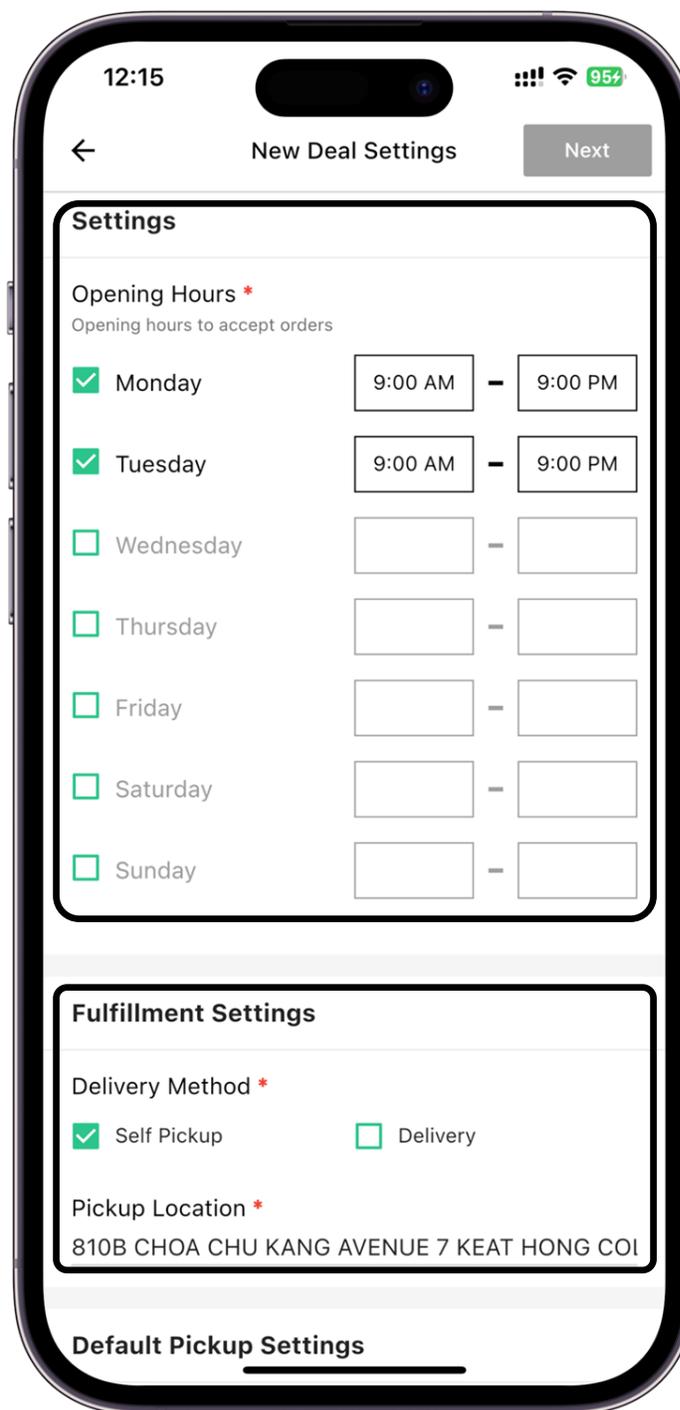
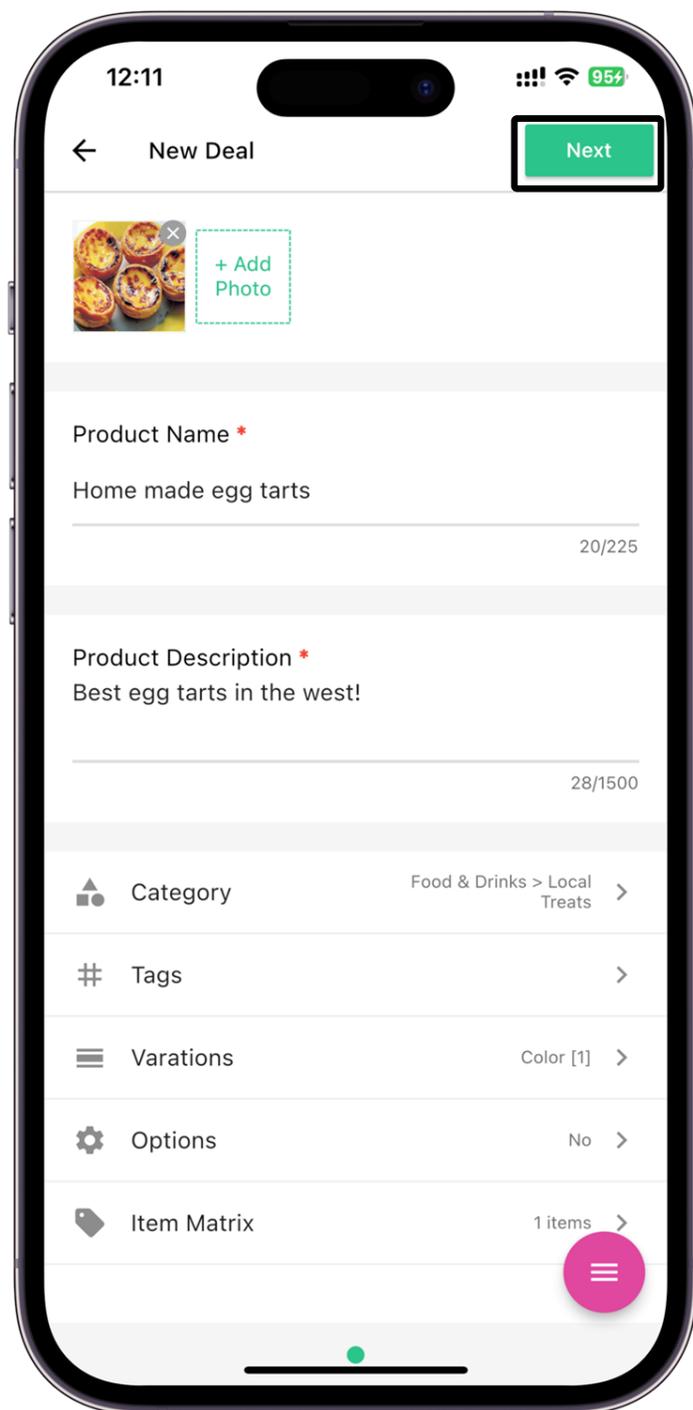
Toggle between Item Thread

Delete Item

Delete current active Item thread

Save Draft

Save current deal draft for future continuation.

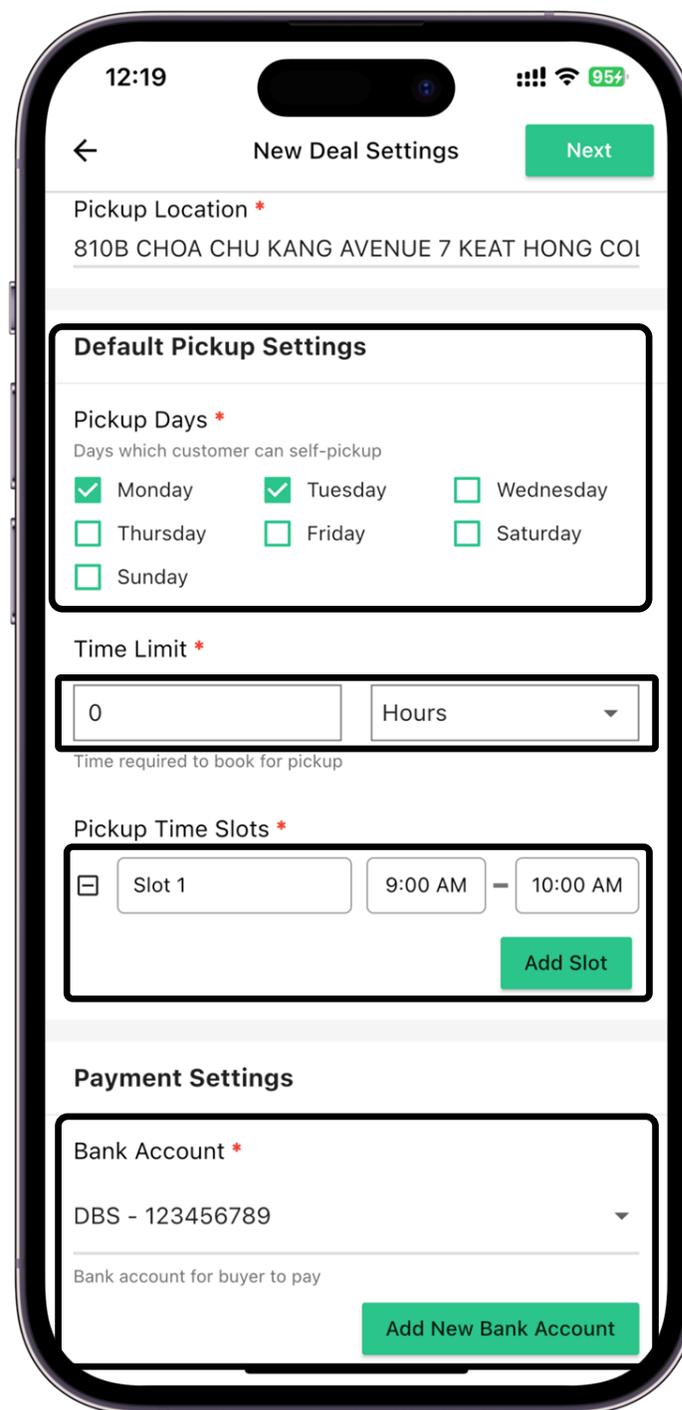
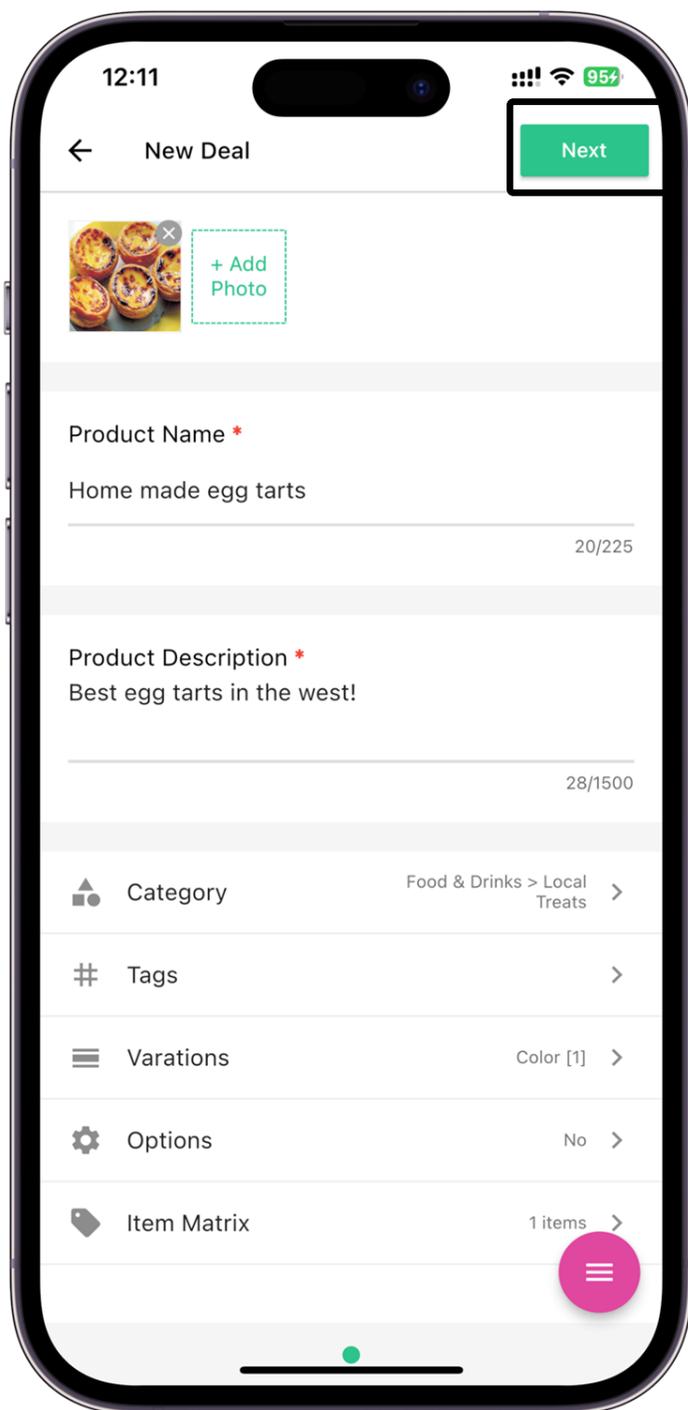


→ 3.42

Setting of the Opening hours (Date and Time when the seller plans to accept an order)

→ 3.43

Collection Method via Self Pickup or/and Delivery



3.44

Day which the buyer can collect their order.

3.45

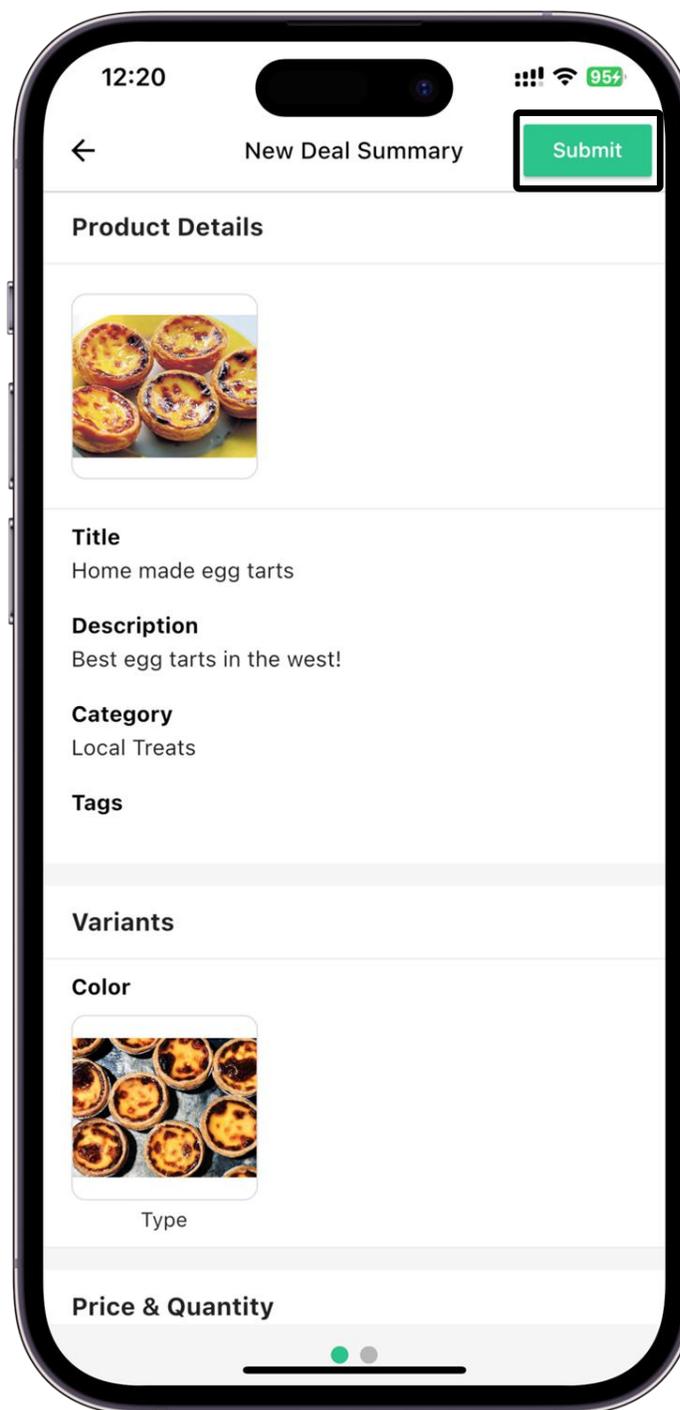
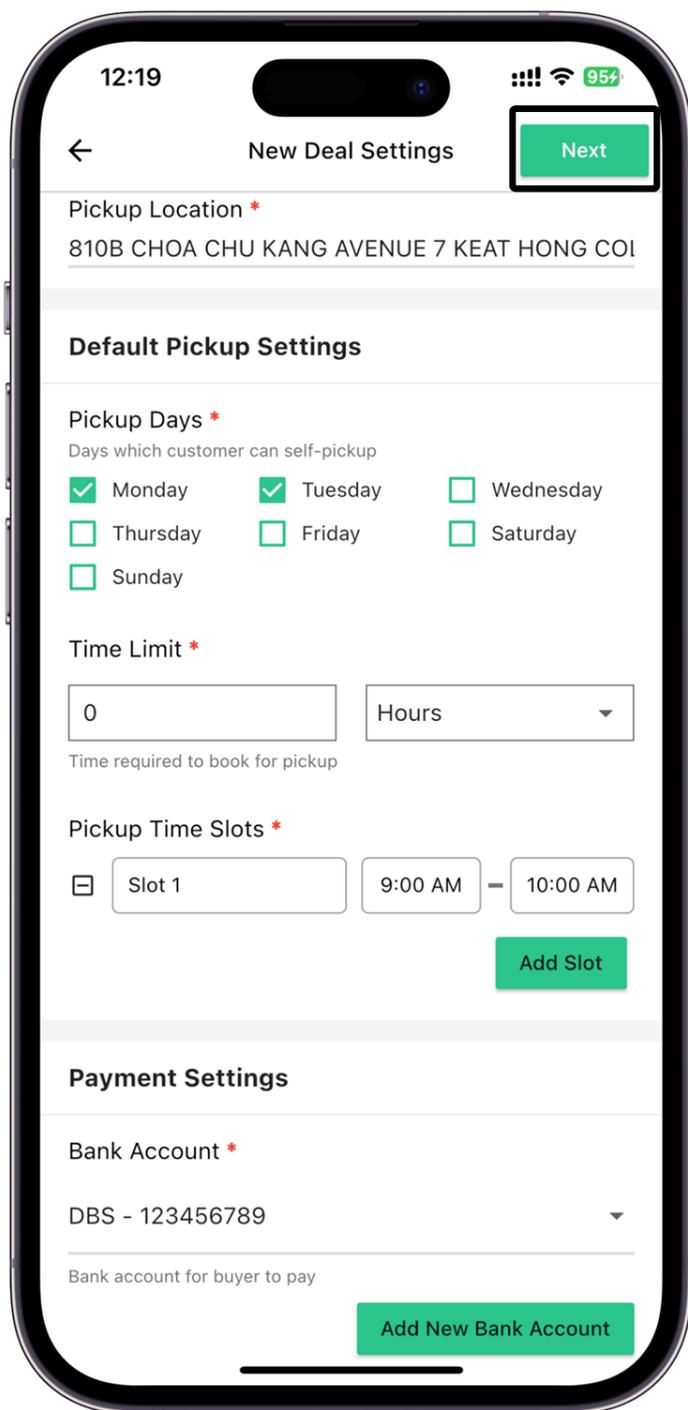
Minimum required time for the seller to prepare the order. This will affect the date/time that the buyer can place an order.

3.46

Time Slot which the buyer can collect their order.

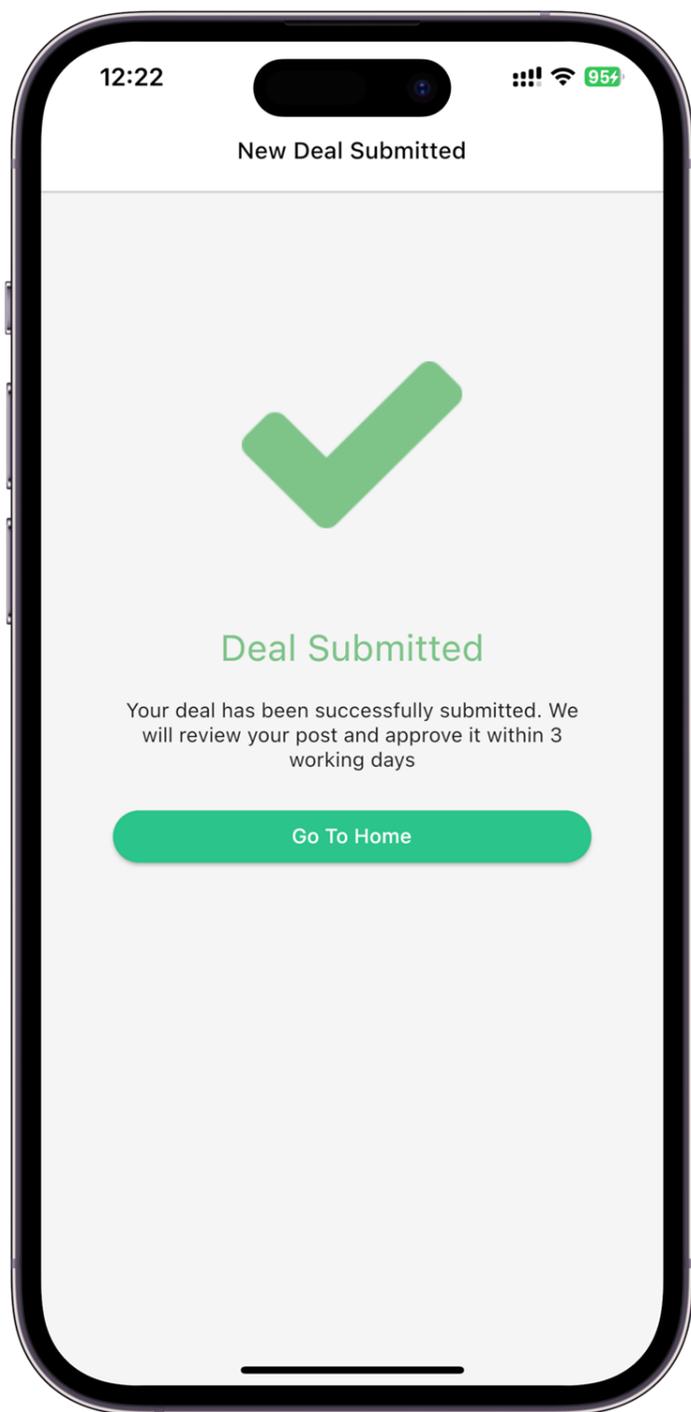
3.47

Set bank account for collecting payment from buyers



3.48

Click Submit



3.26

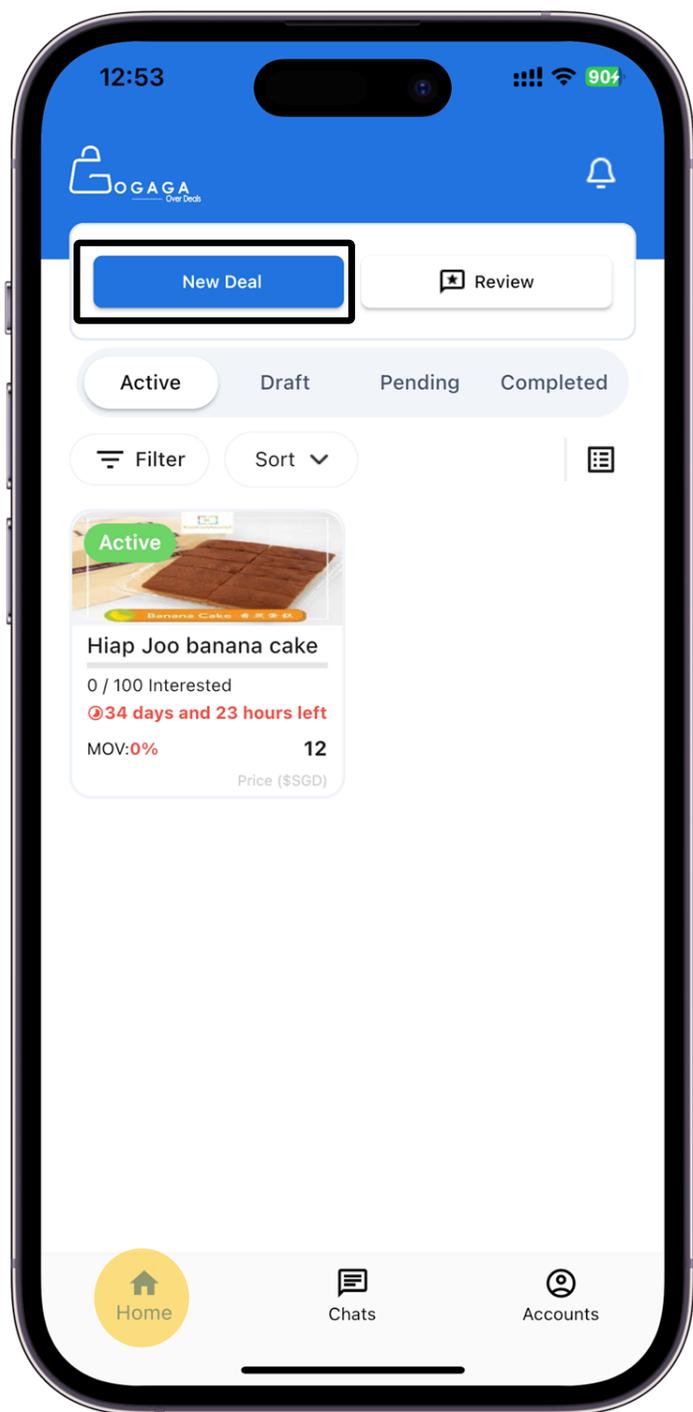
Deal submitted

Click Go To Home

Note: Deal will be reviewed by Gogaga Admin within 3 working days

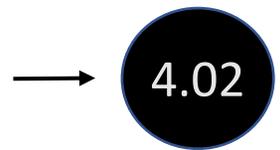
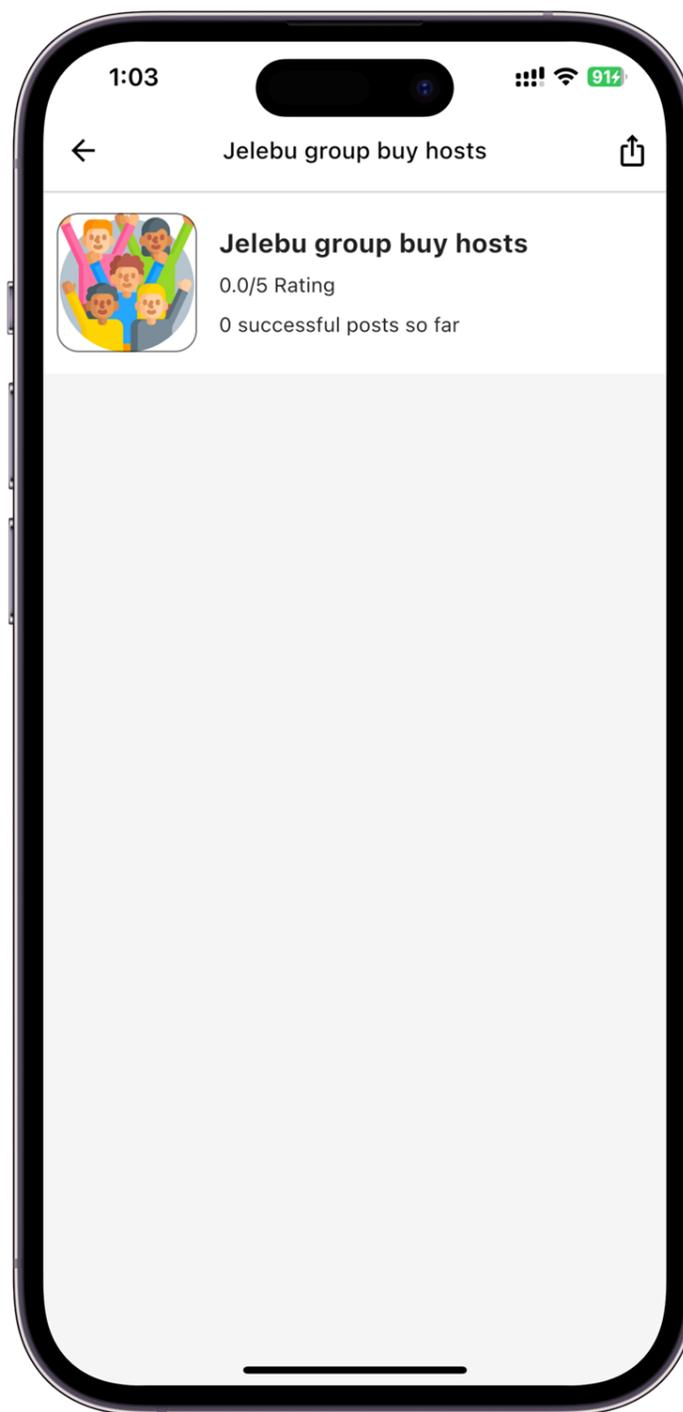
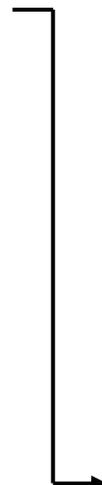
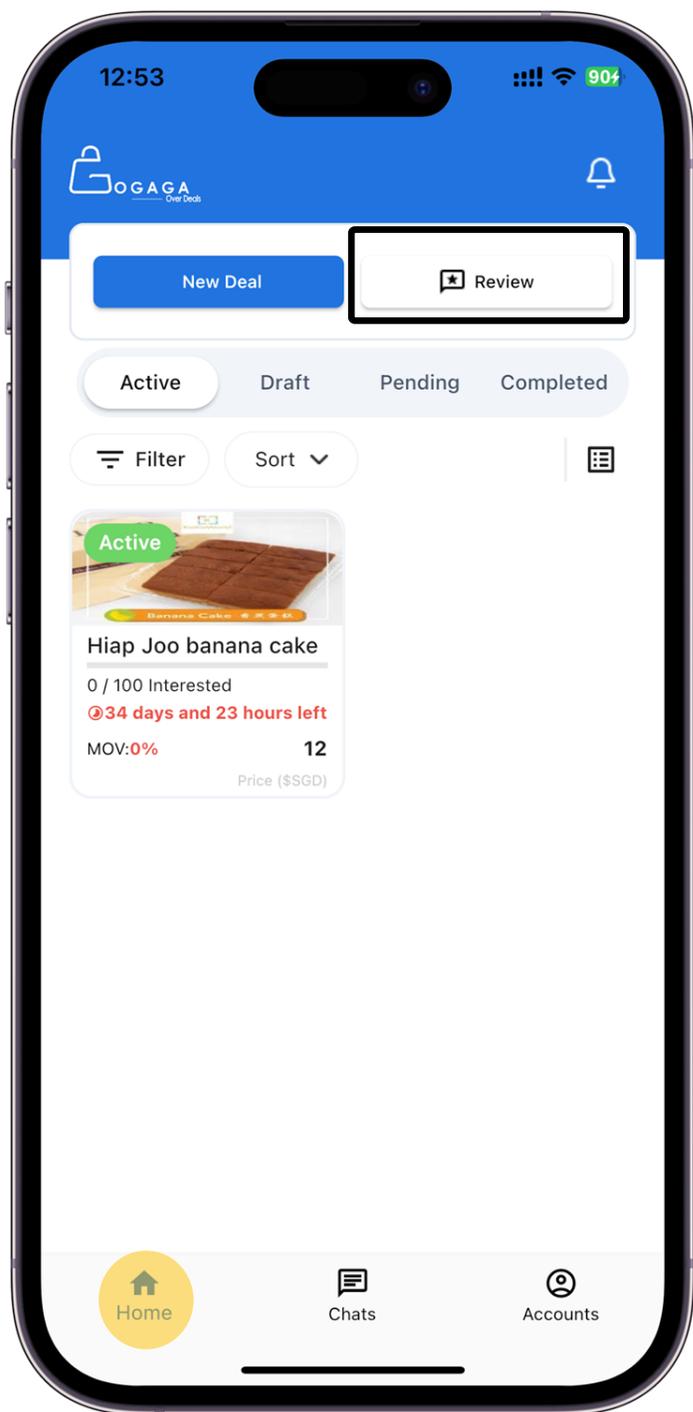


Group Buy
Seller Guide



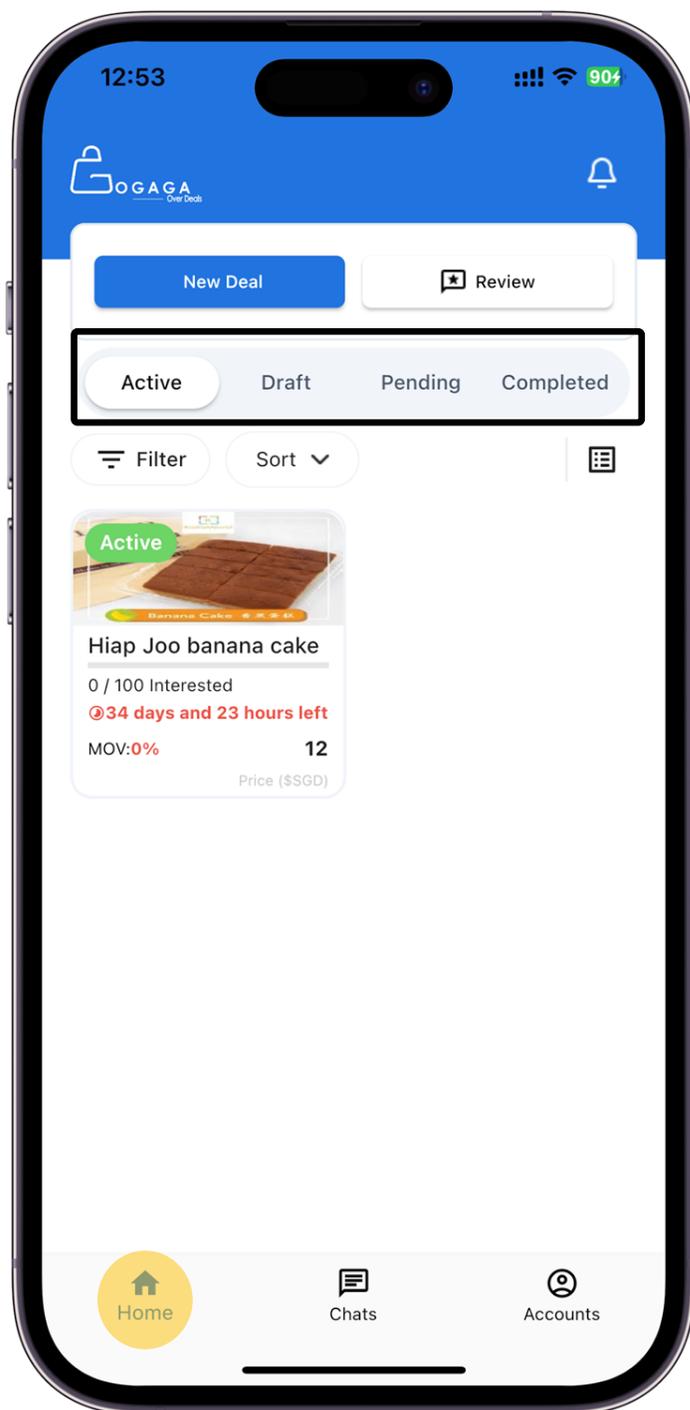
4.01

To create a new deal



A overview of your seller rating and the number of your successful post.

Note: This will be seen by all buyers



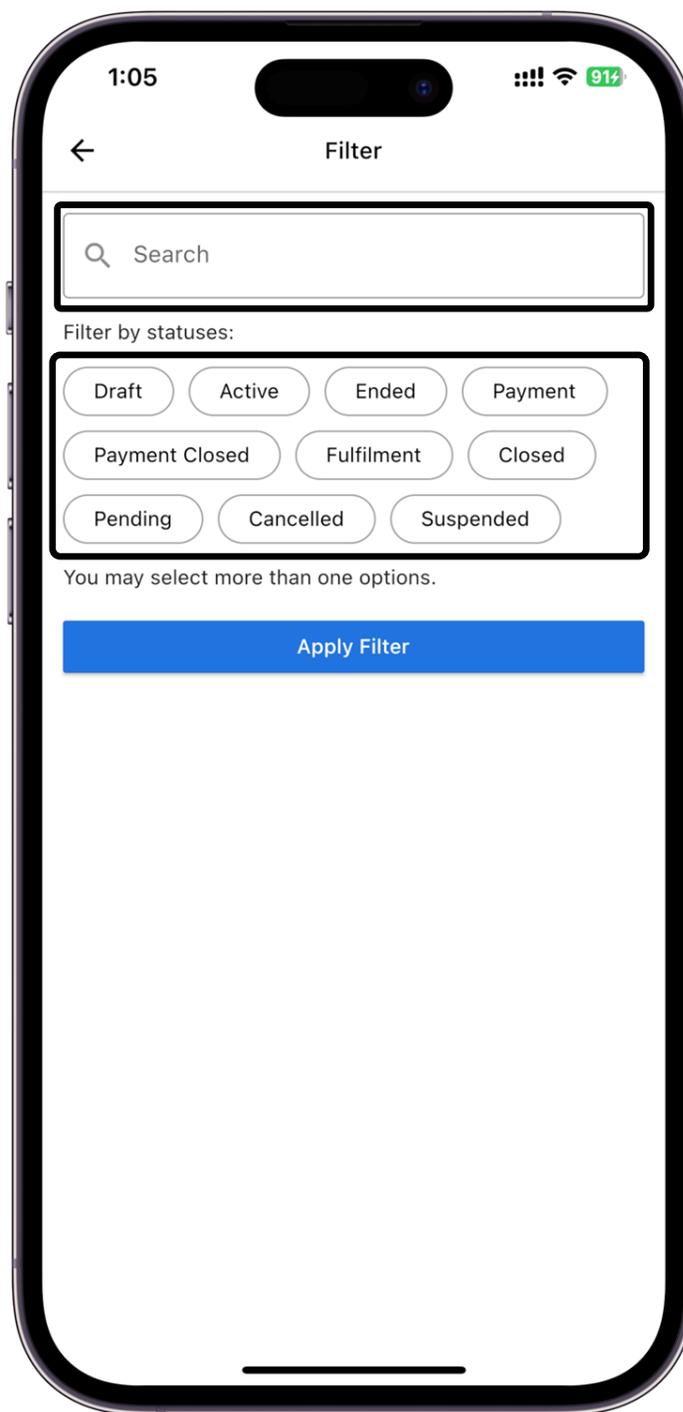
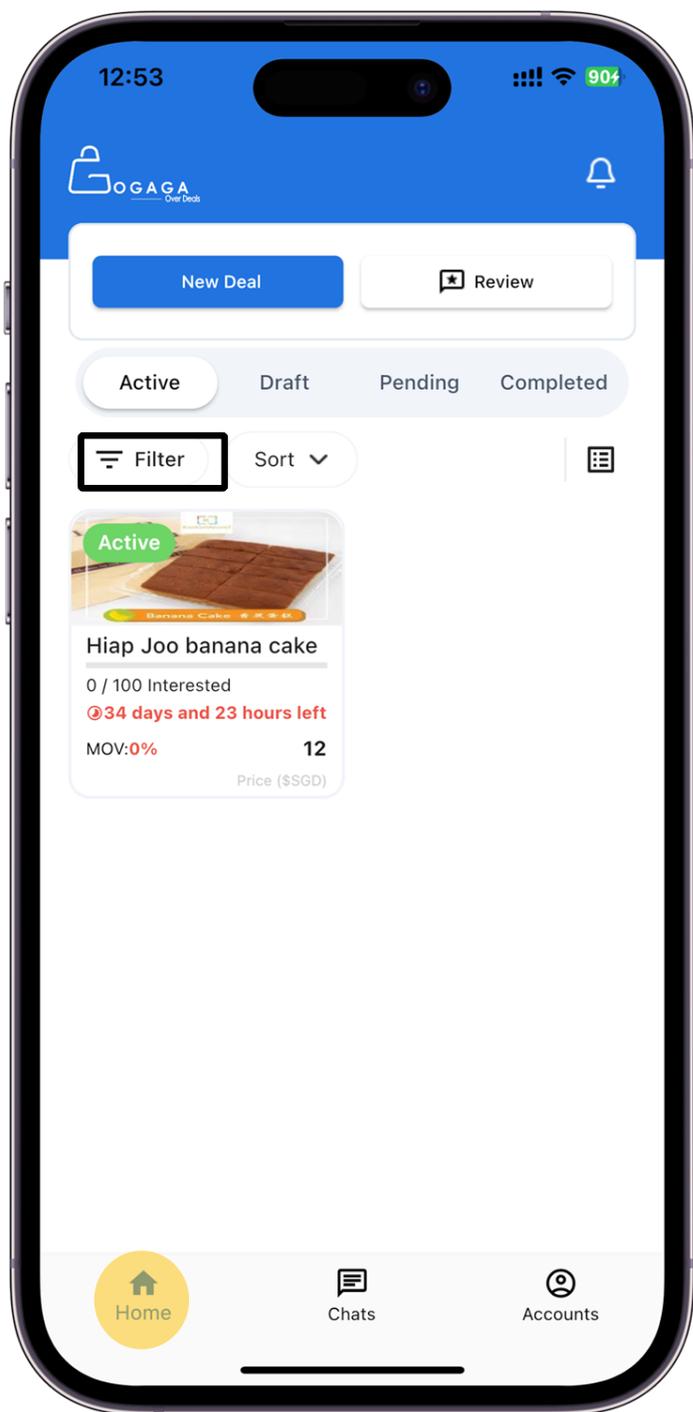
4.03

Active – Show all your current active deals

Draft – Deals that are created by not posted

Pending – Deals that are pending for Gogaga’s Admins approval

Completed – Deals that are completed and closed



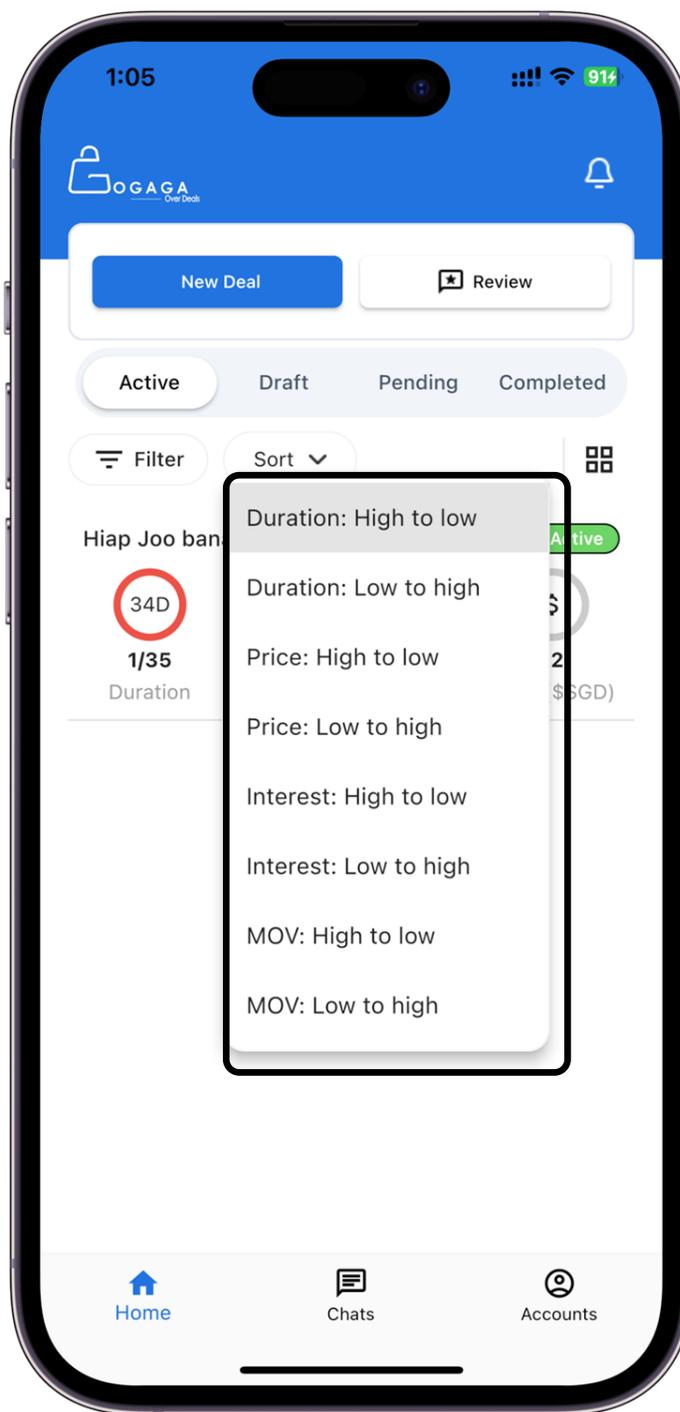
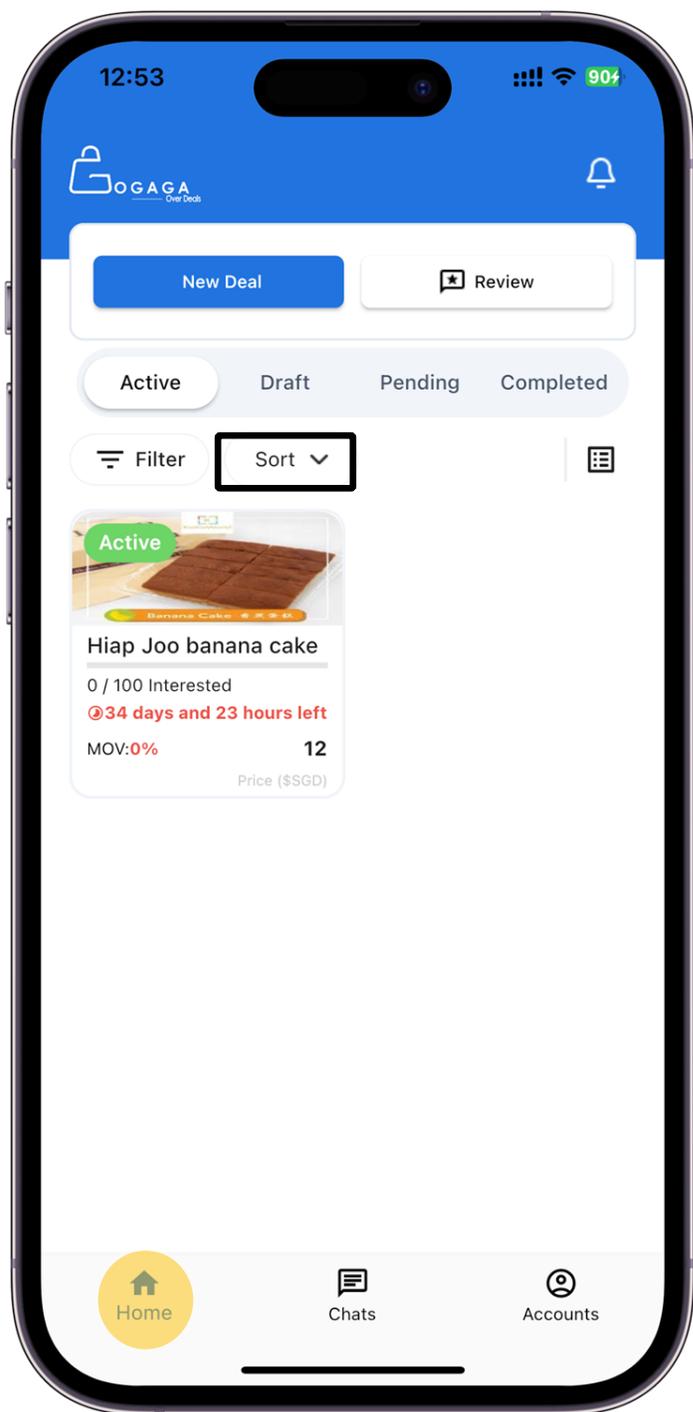
4.04

Search deal by
key word



4.05

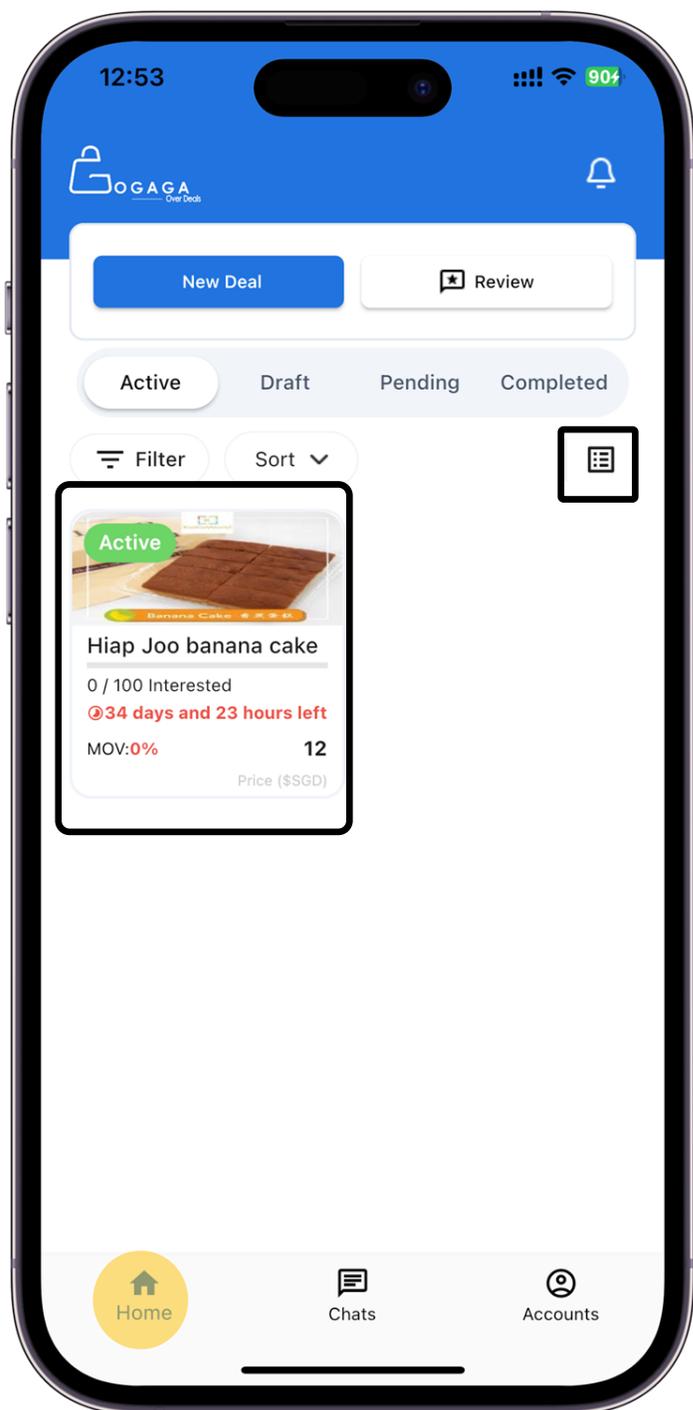
Filter your deals
by each status



4.06

Sort your deals by

- Duration
- Price
- Interest
- MOV

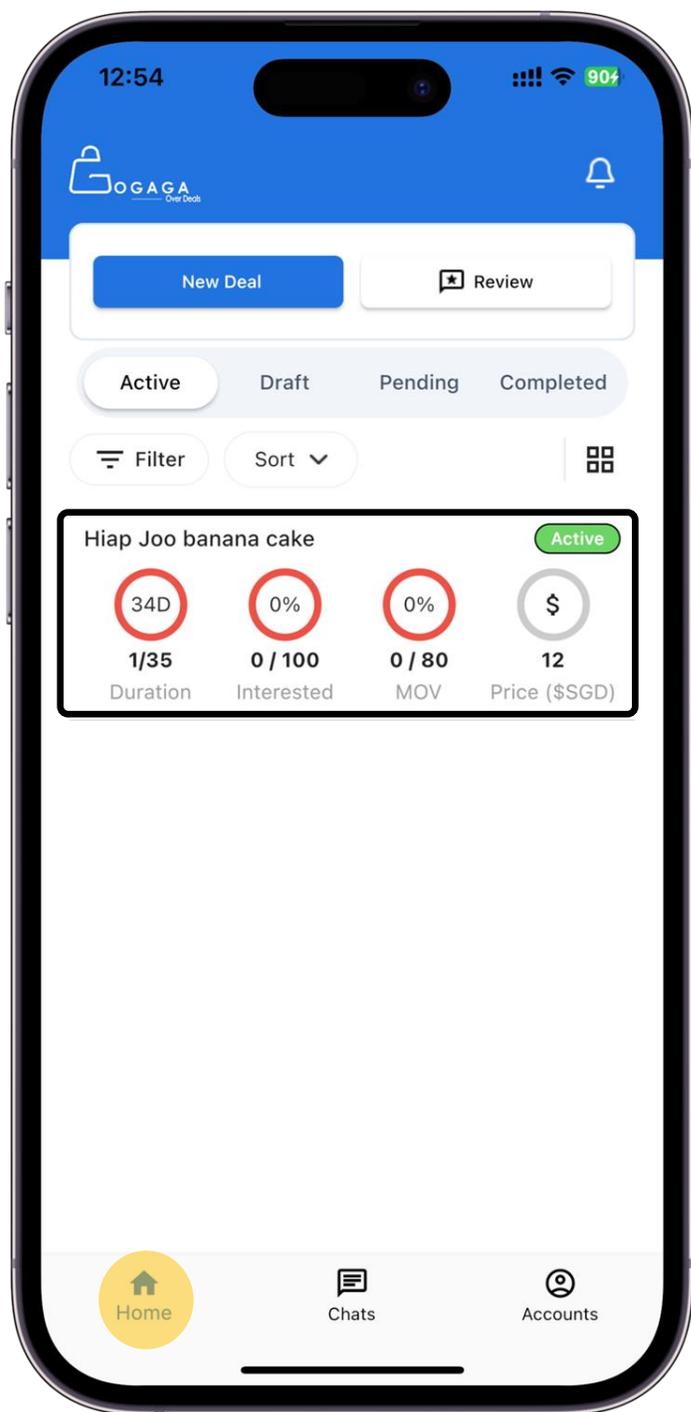


4.07

Toggle between “Thumbnail” or “Statistic” view

4.08

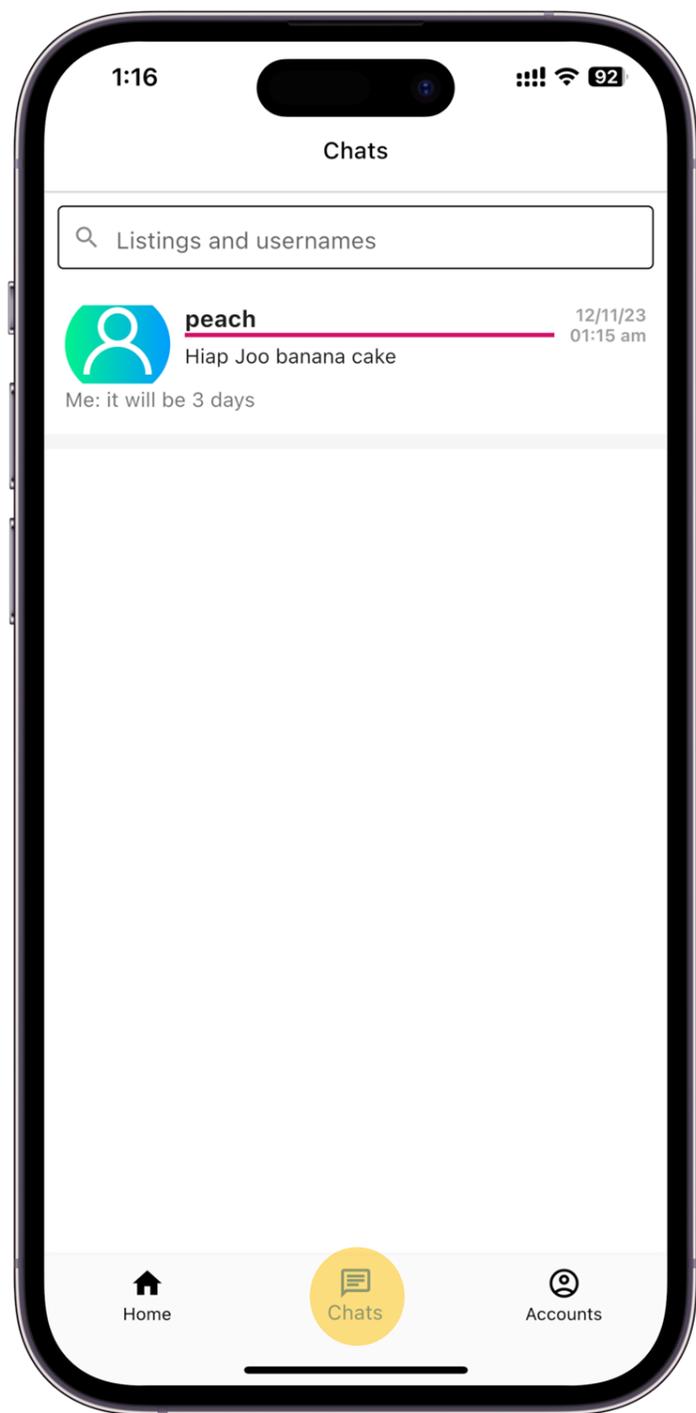
List of all your deals in “Thumbnail” view



4.09

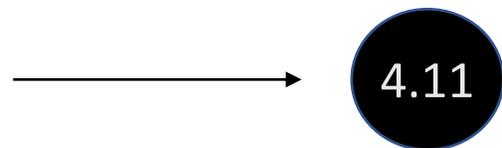
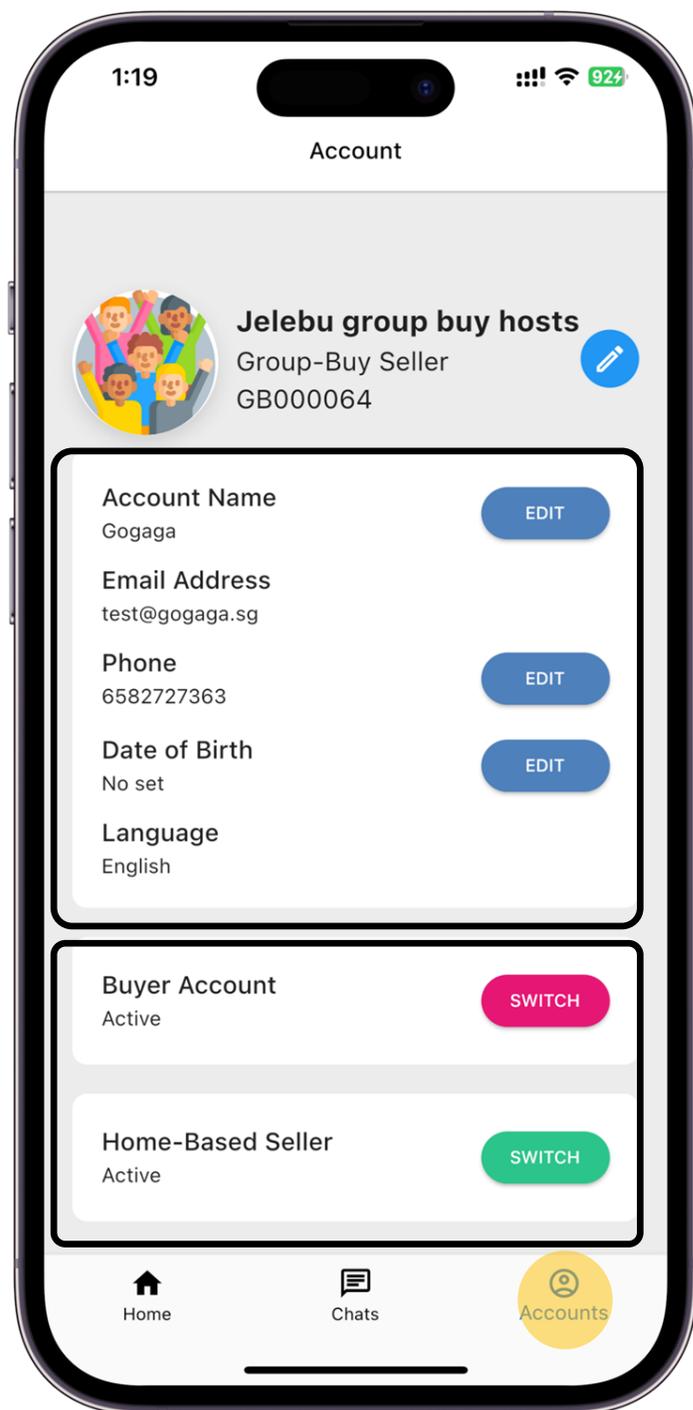
List of all your deals in “Statistic” view which give a more holistic view of your deals based on real time status

Note: Recommended View

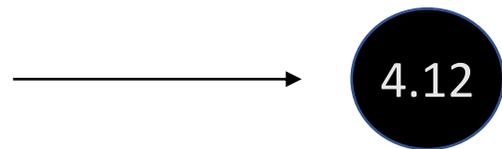


4.10

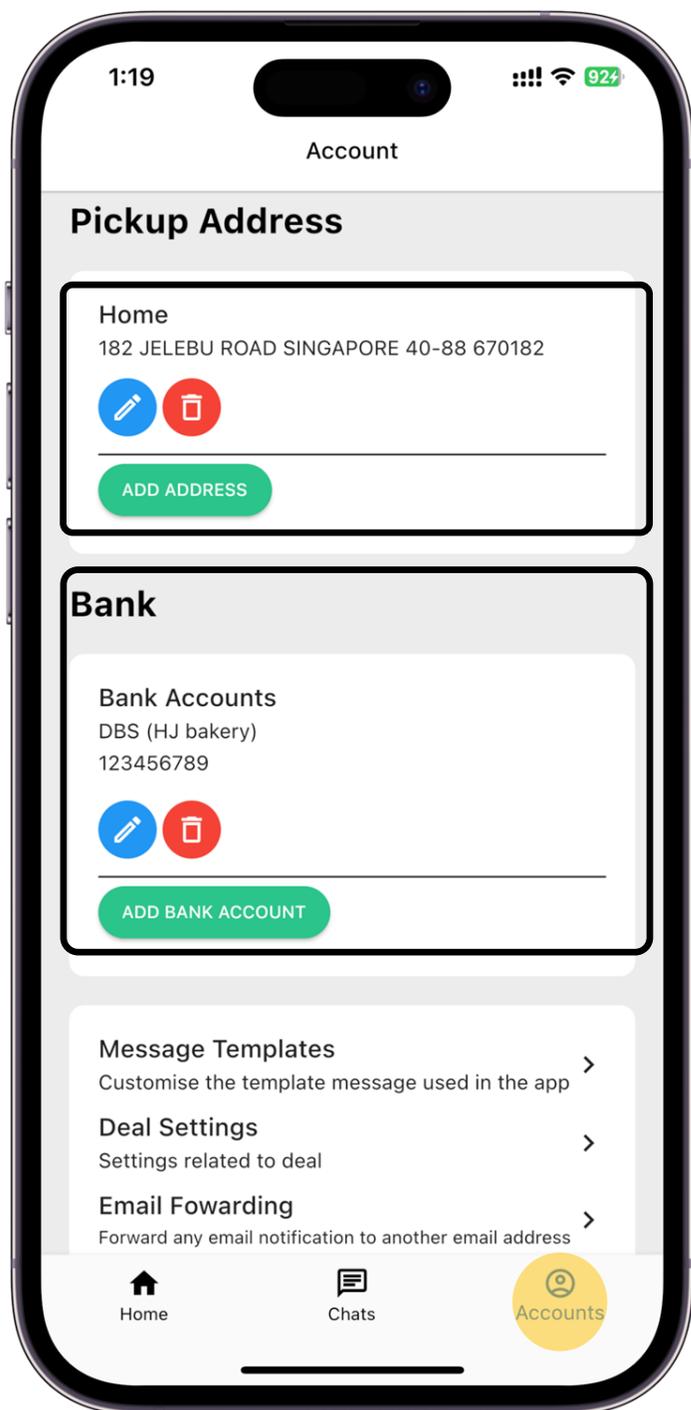
List of all chat logs



Change user's details

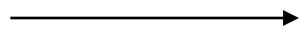


Toggle between different accounts



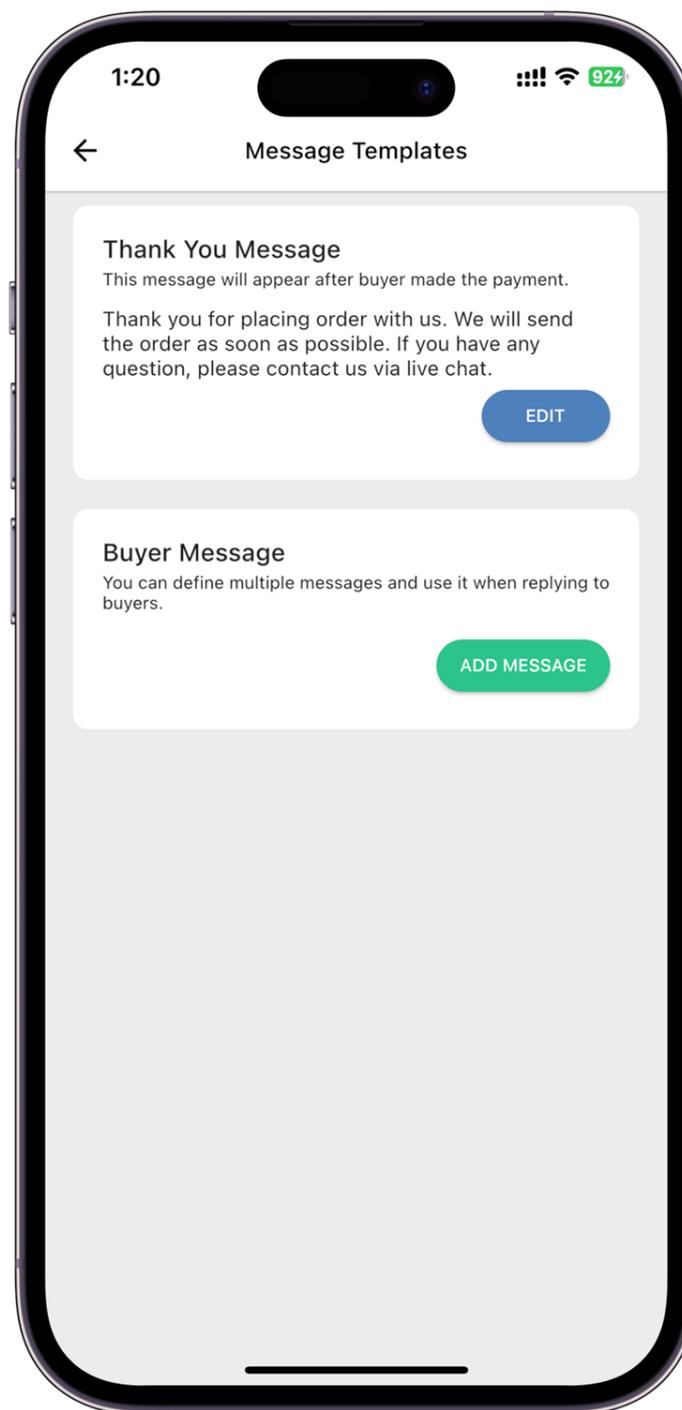
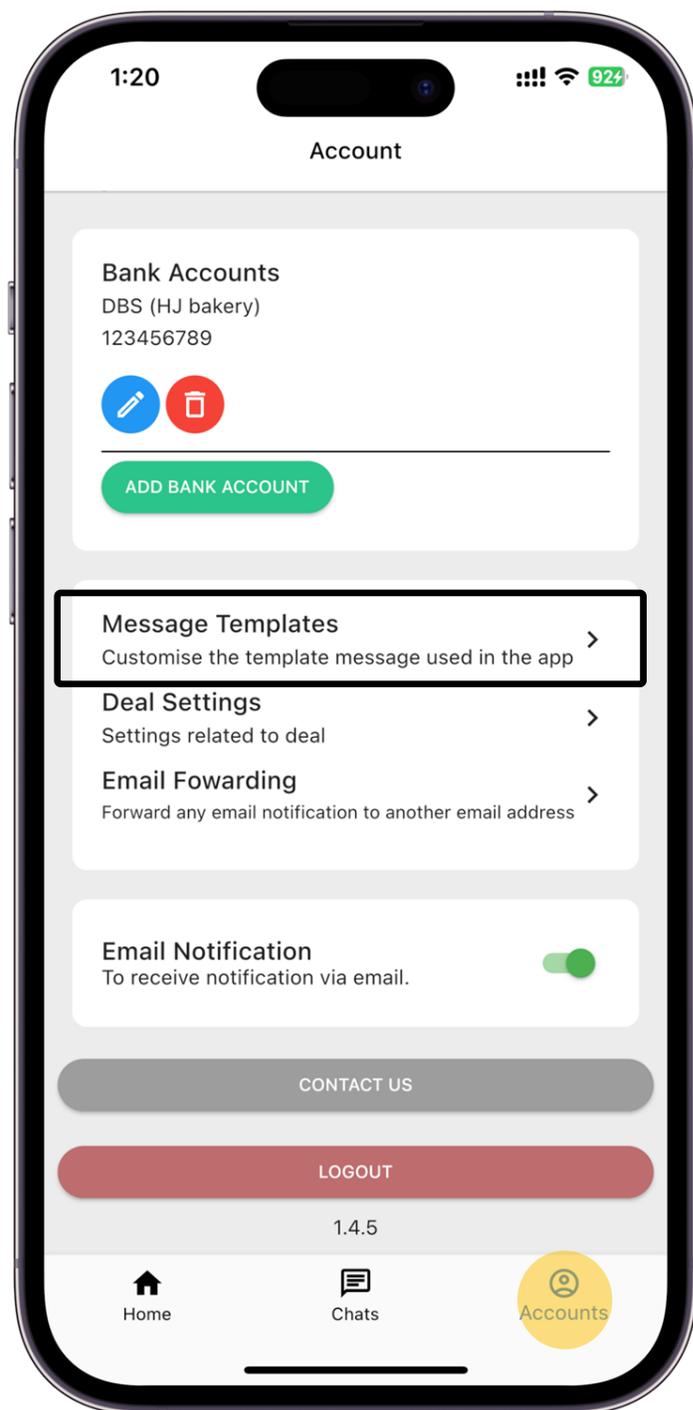
4.13

Edit or add pickup address



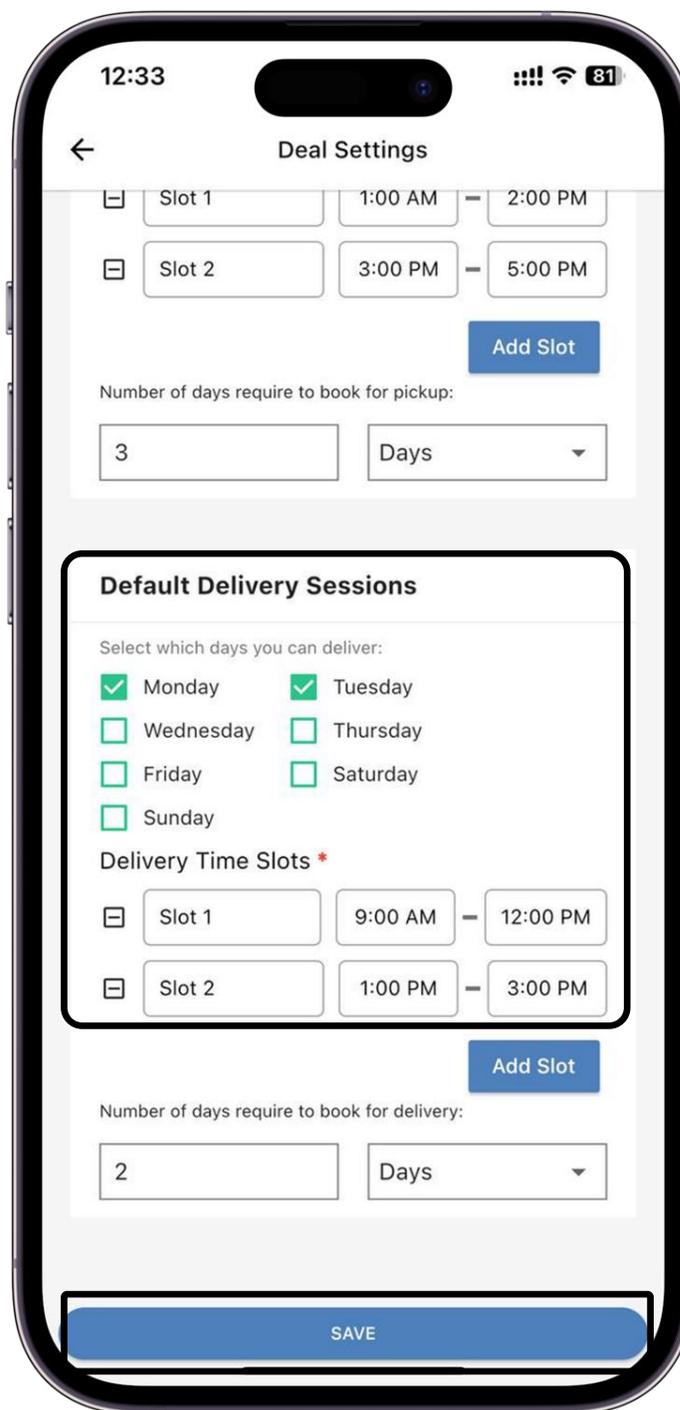
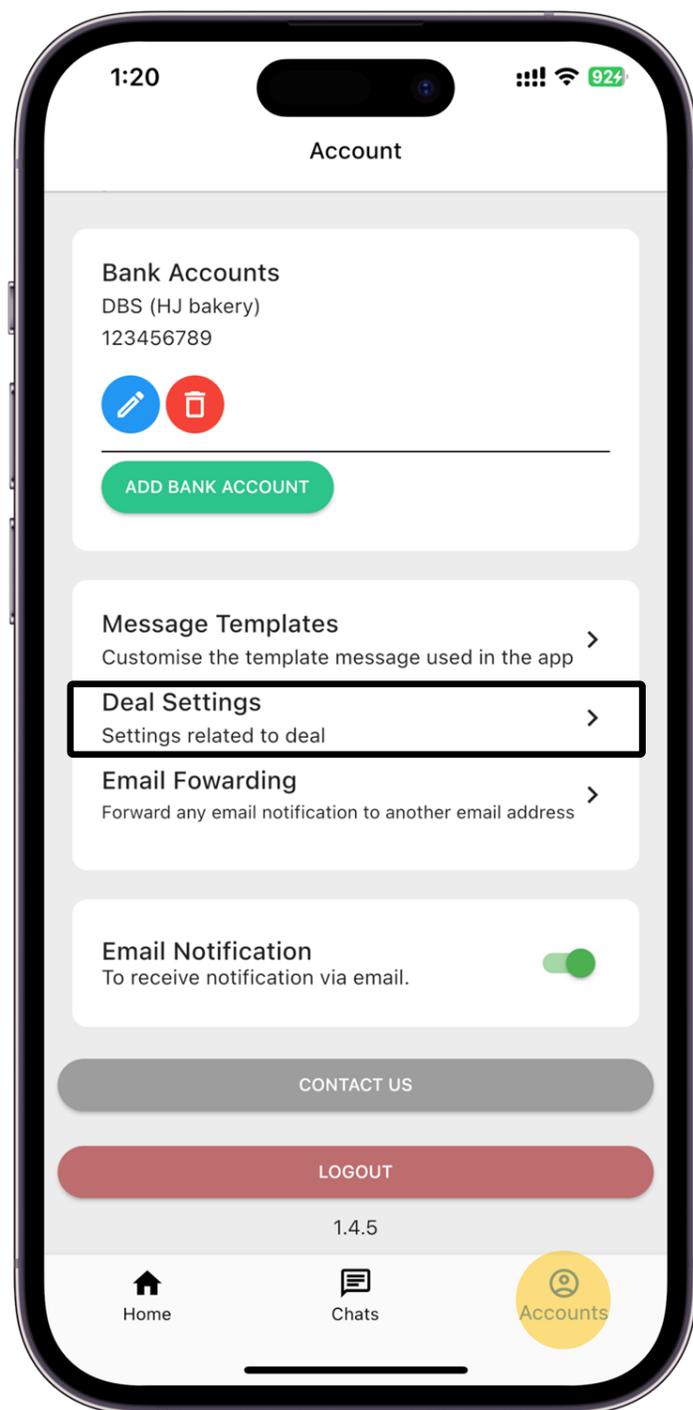
4.14

Edit or add bank account



4.15

Customize message template to response to buyer



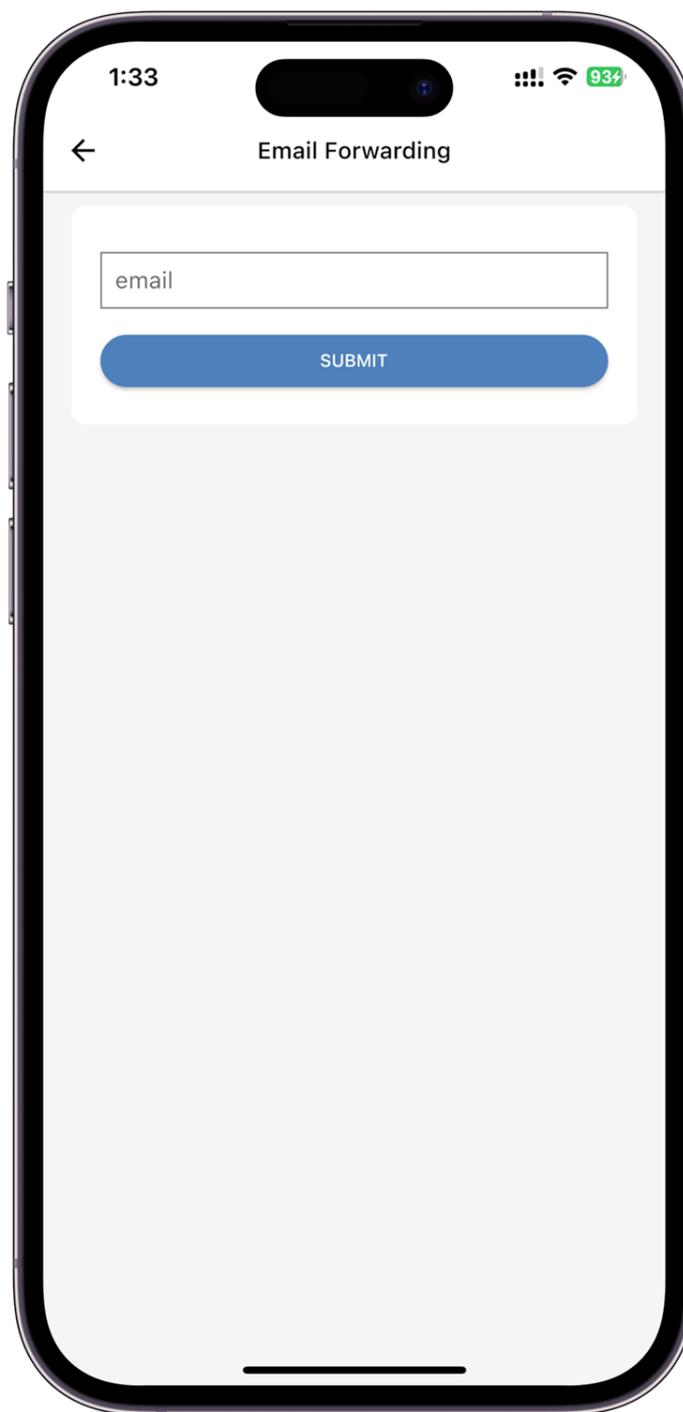
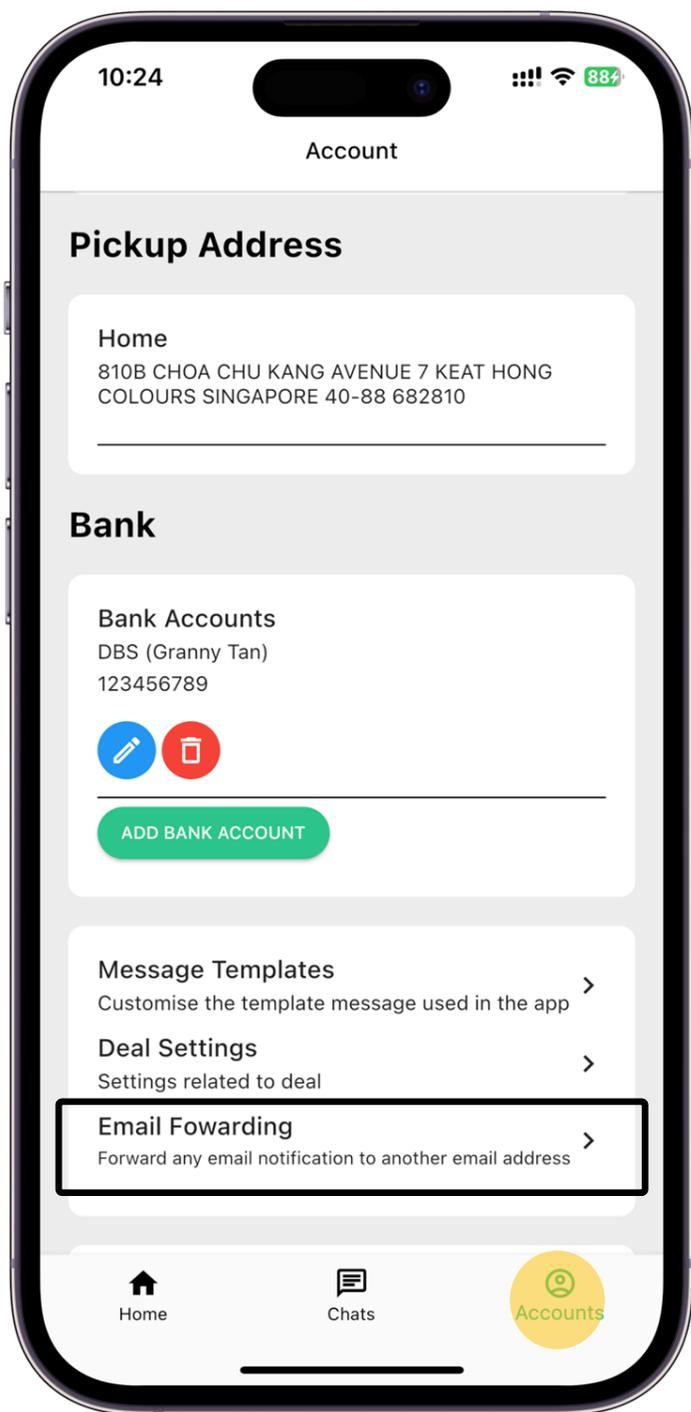
4.16

Set delivery days and time slots as default for next post



4.17

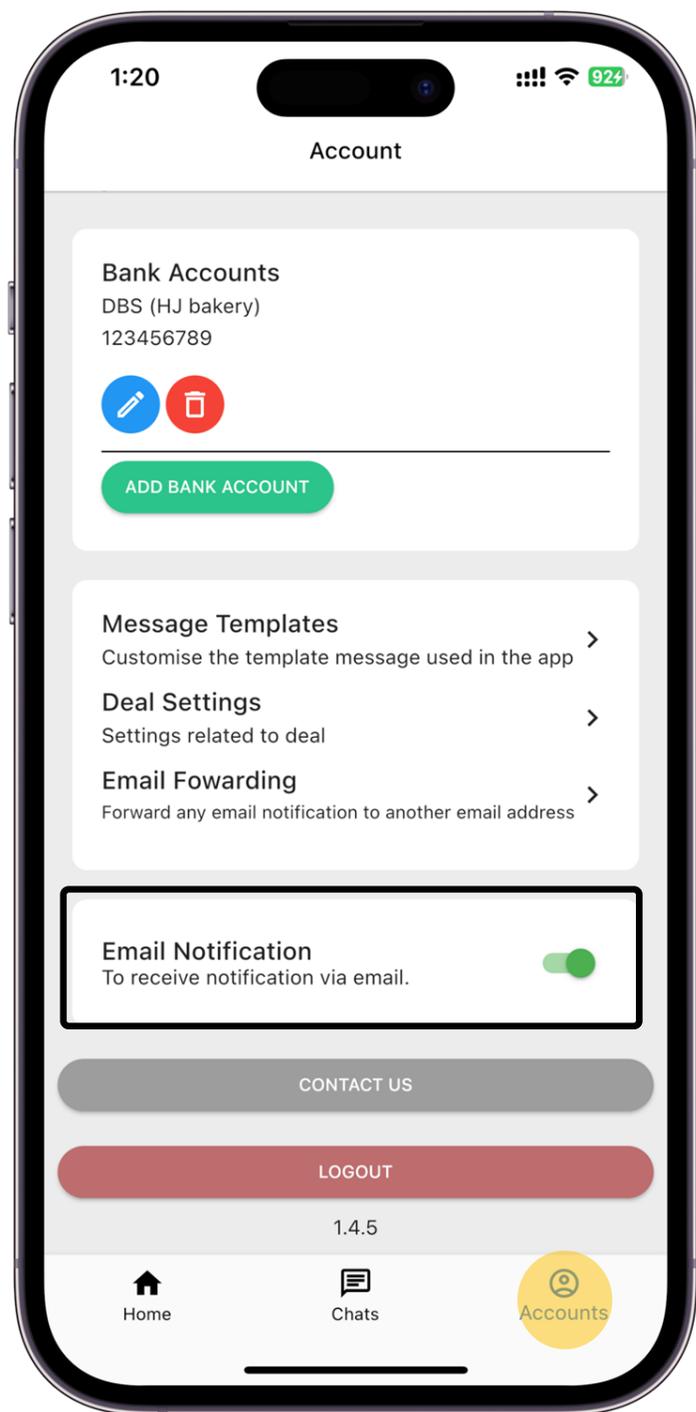
Save Settings



4.18

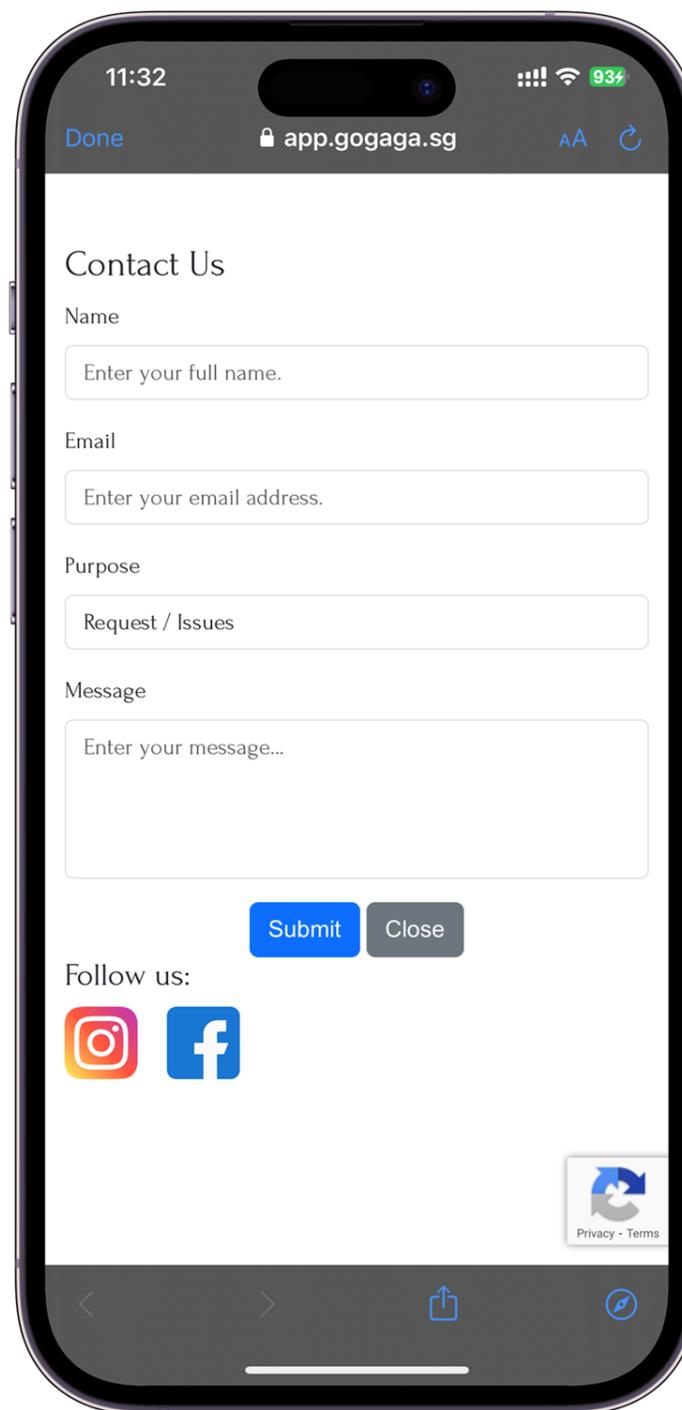
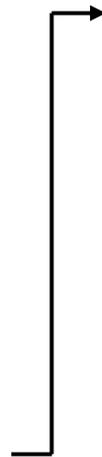
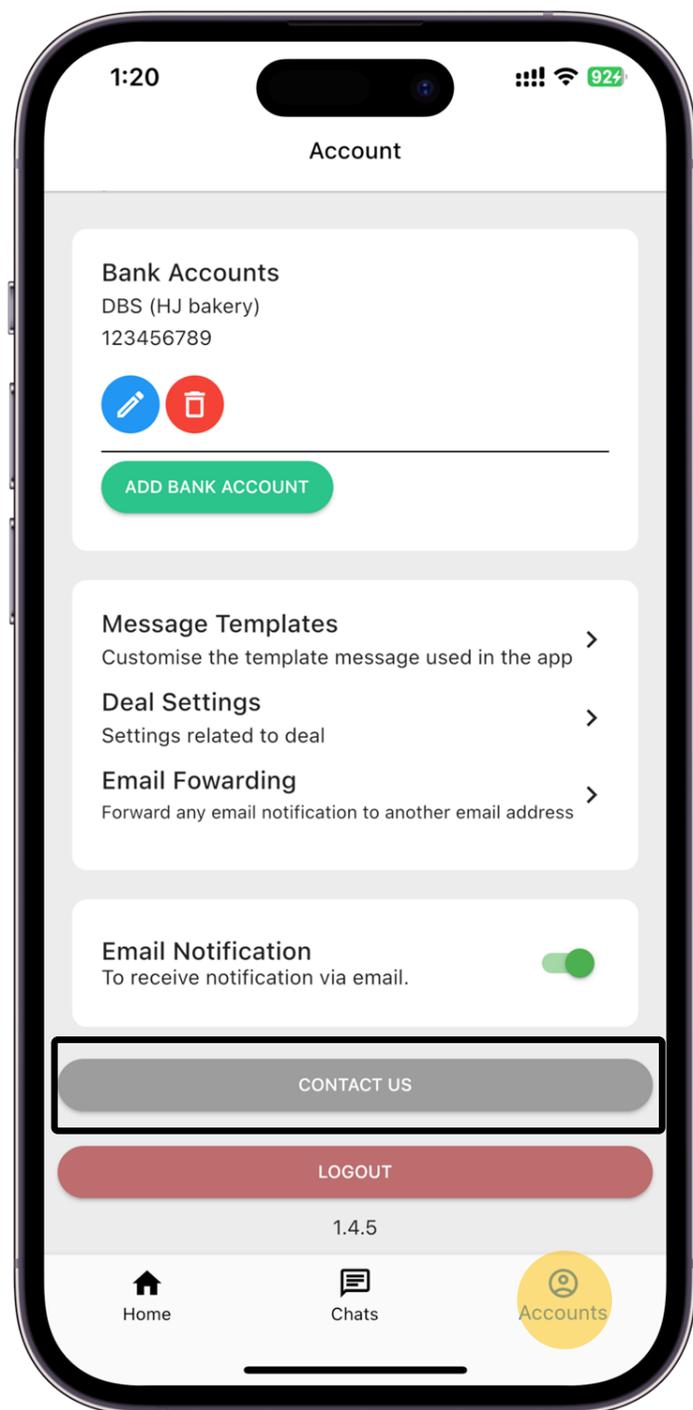
Set notification to be forwarded to desire email address

Note: The current registered email will no longer receive any email notification

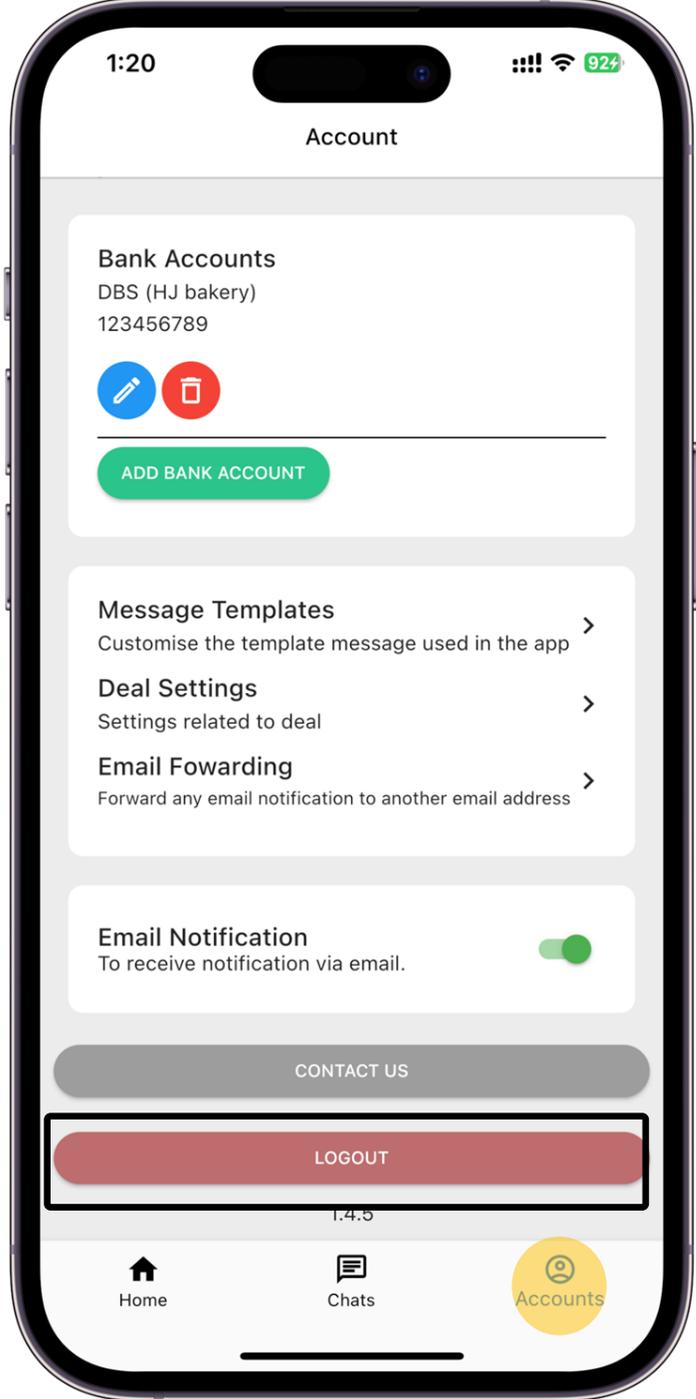


4.19

Turn on/off email notifications

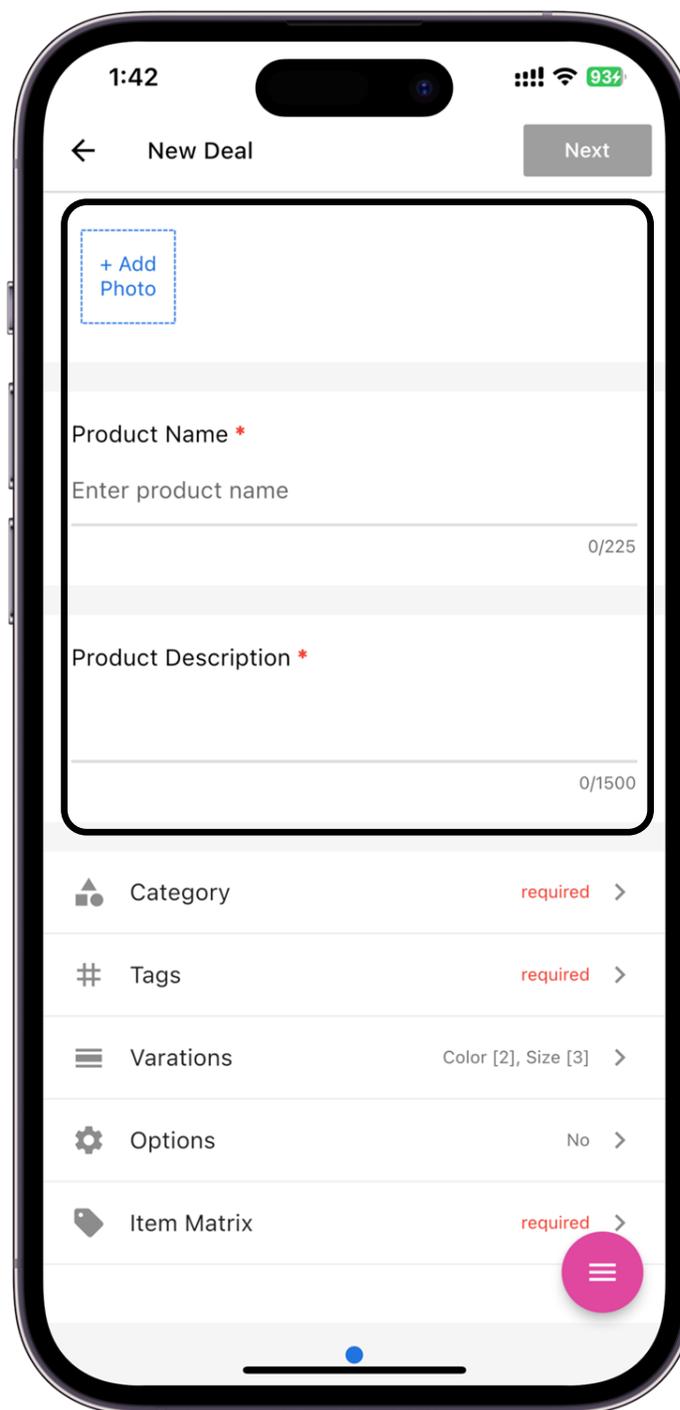
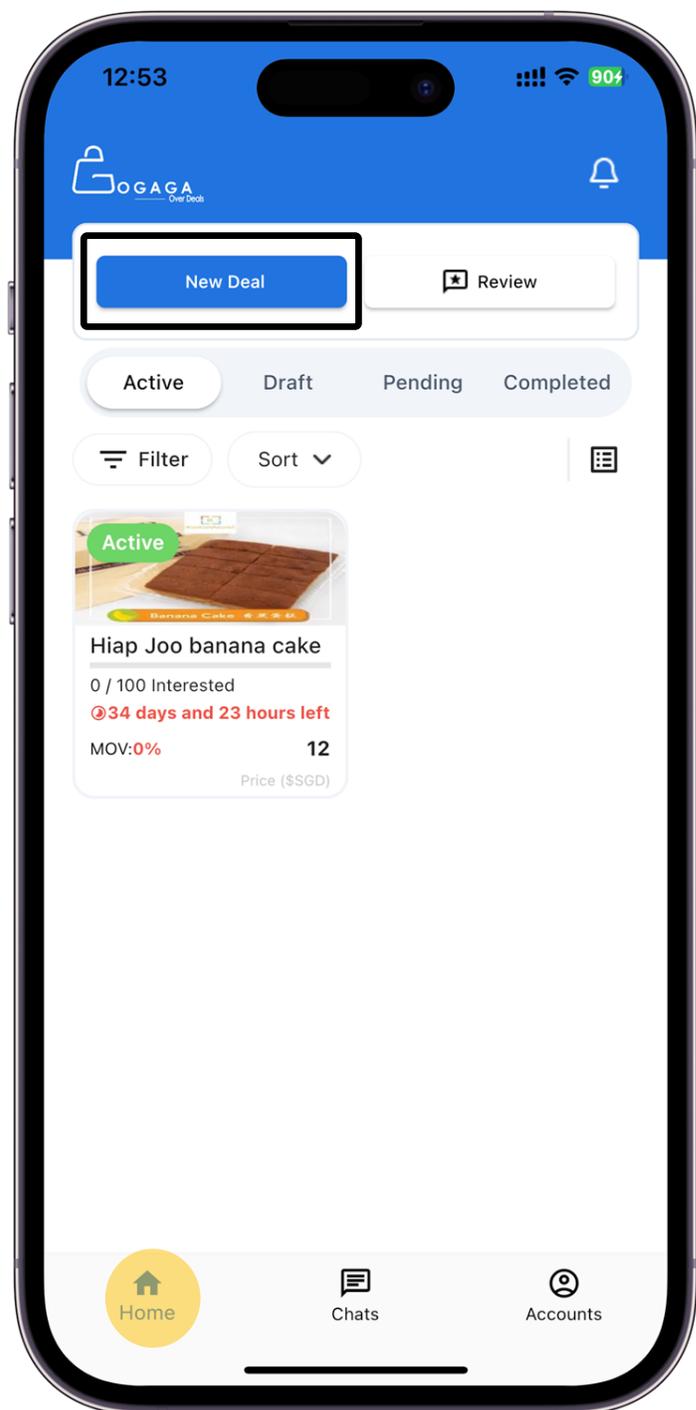


Contact us for your enquiries



4.21

Log out of app



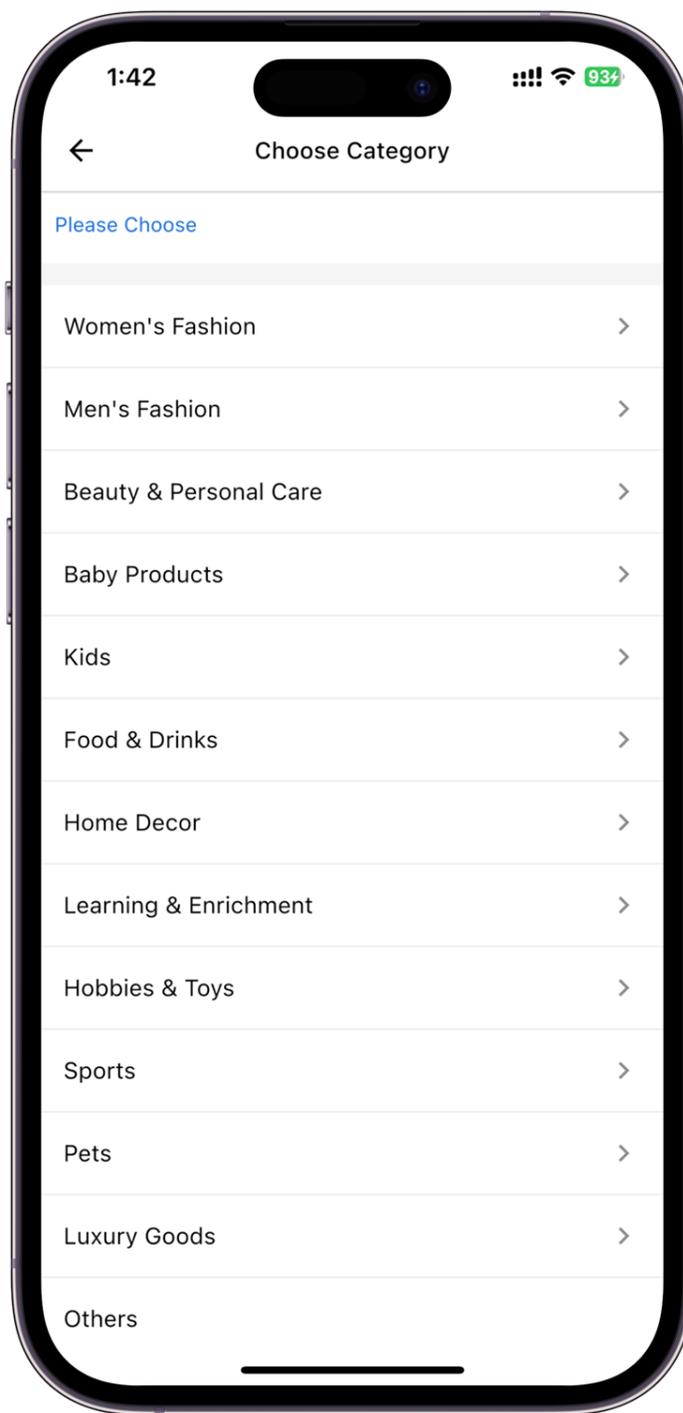
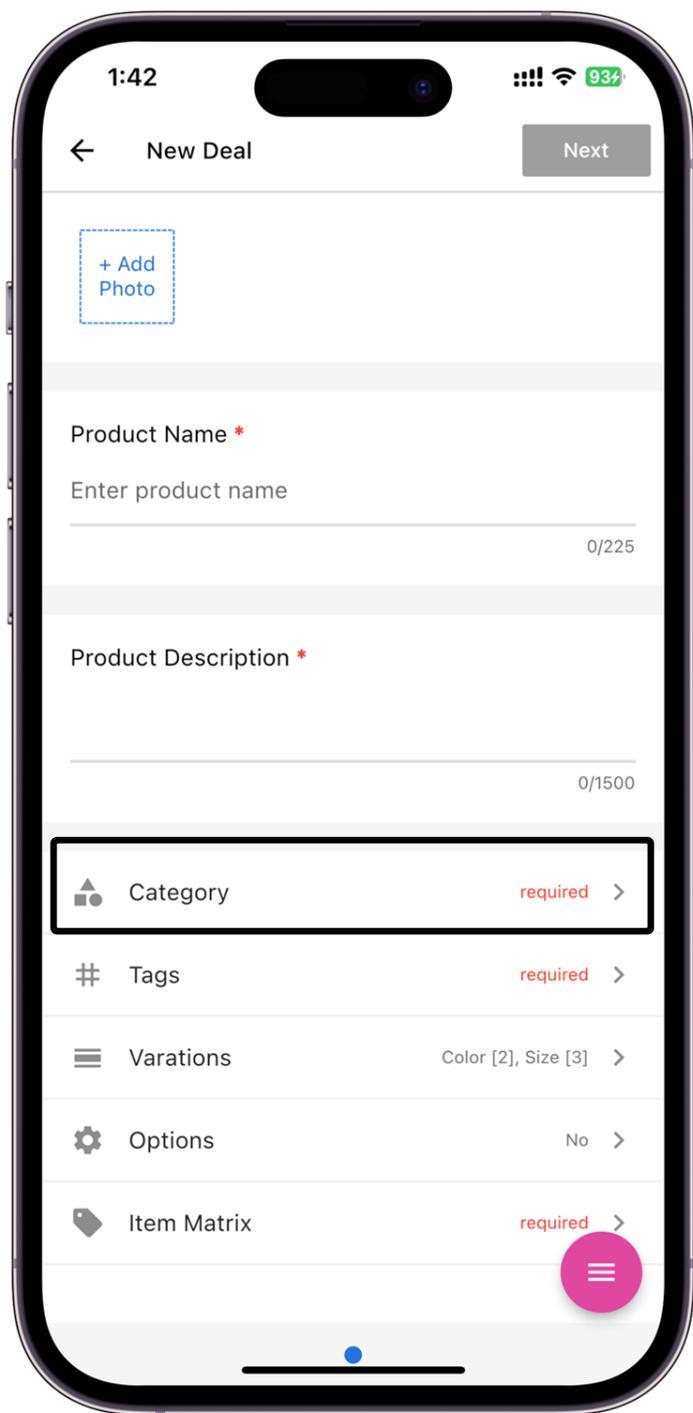
4.24

Input description of deal

Photo
Photos of the product

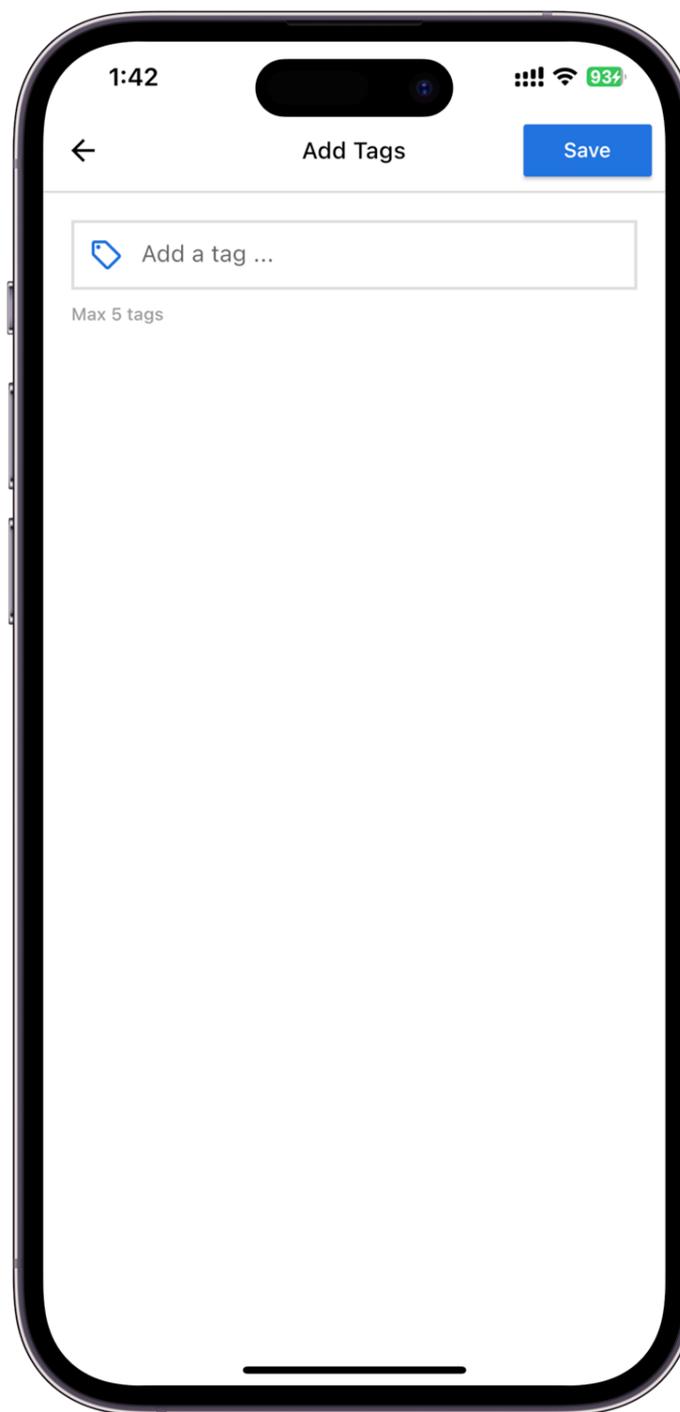
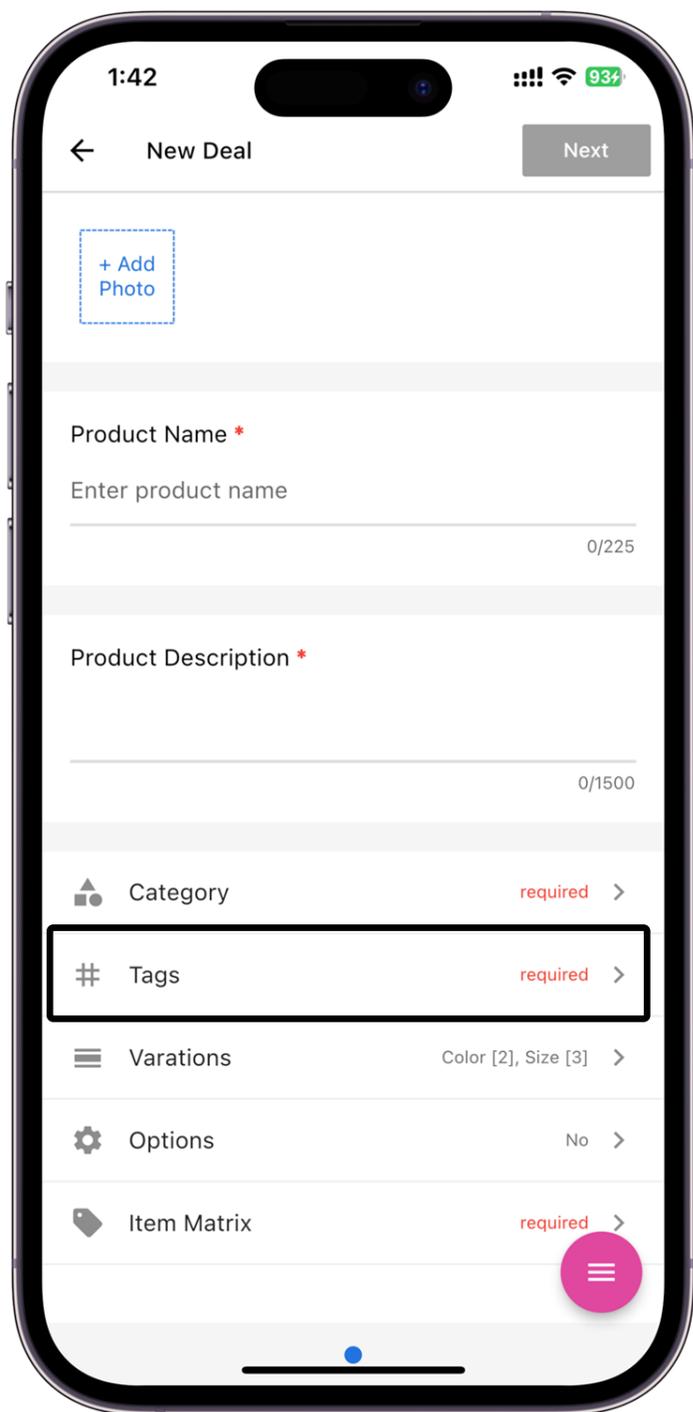
Product Name
This will be the title of your post

Product Description
Brief description of the product



4.25

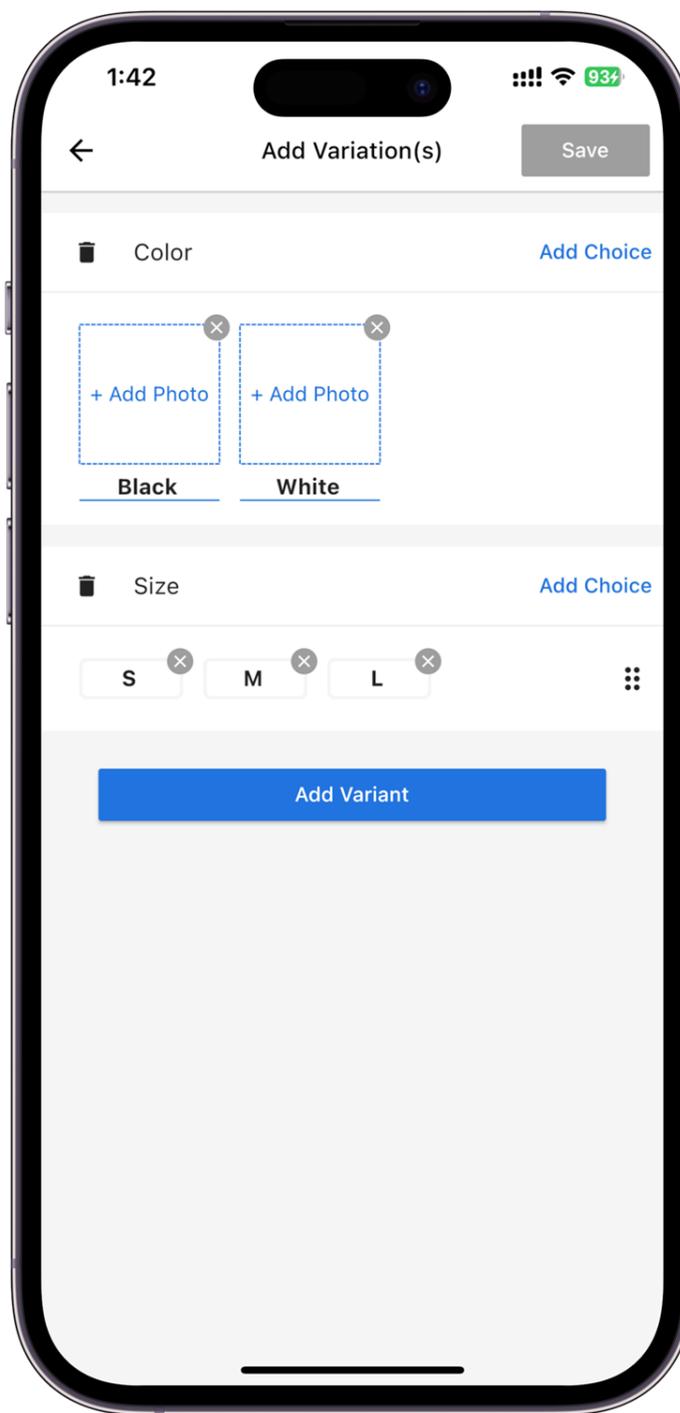
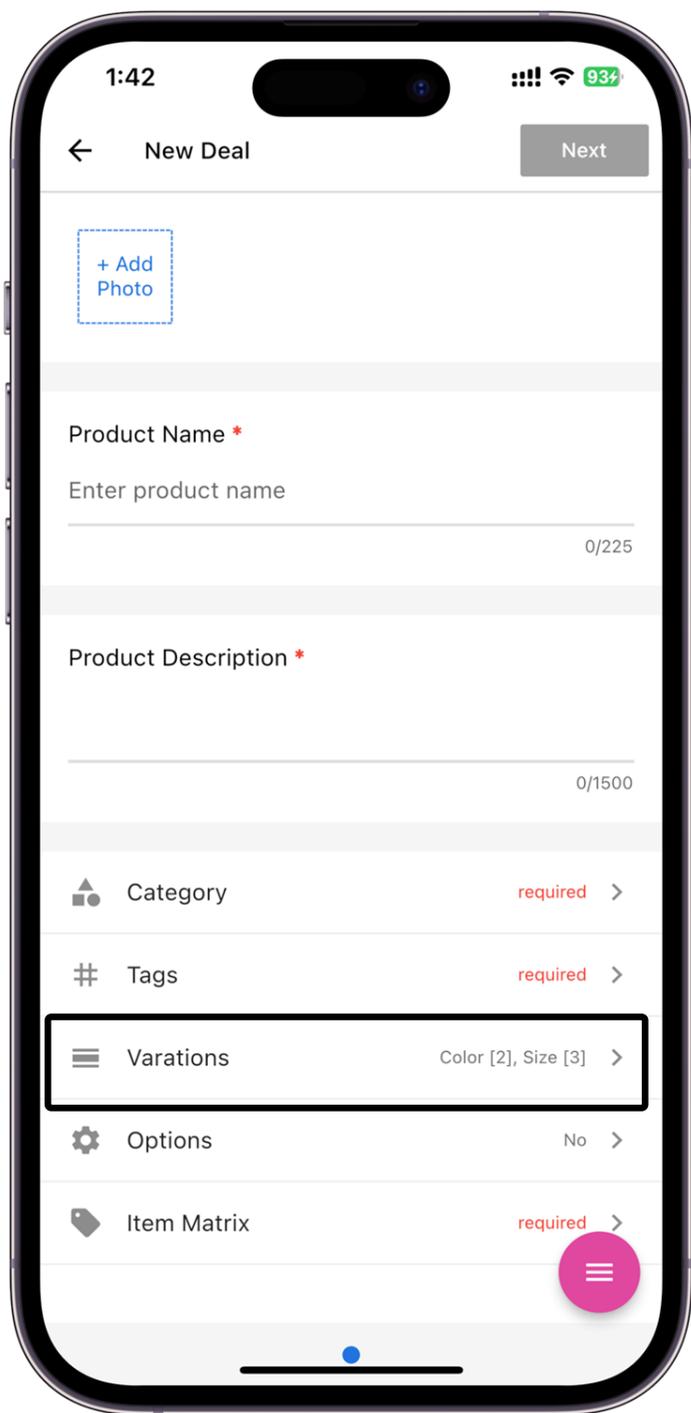
Choose the category that your product is in



4.26

Tags are used to associate the post to specific word(s) that are used when a buyer perform a search. When the tags and the search word is the same, the post will show up.

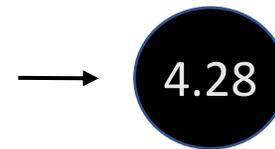
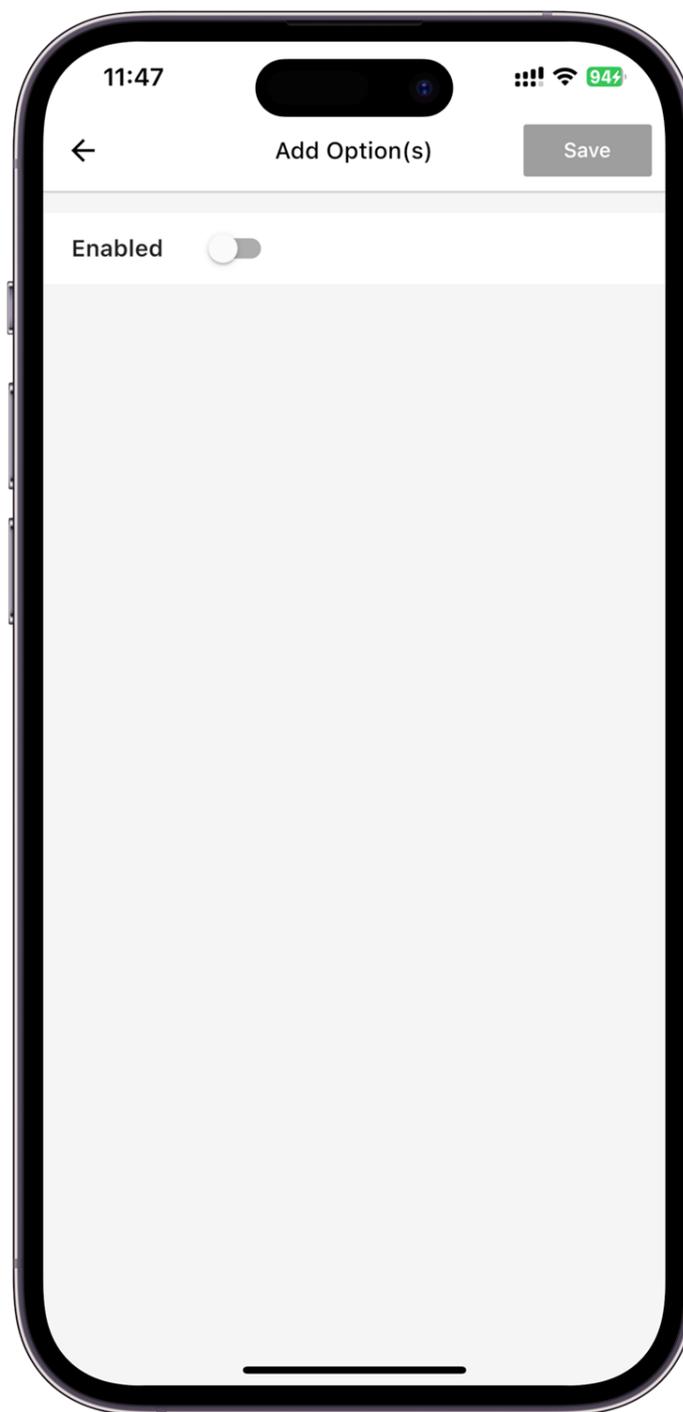
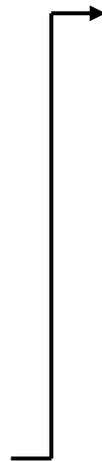
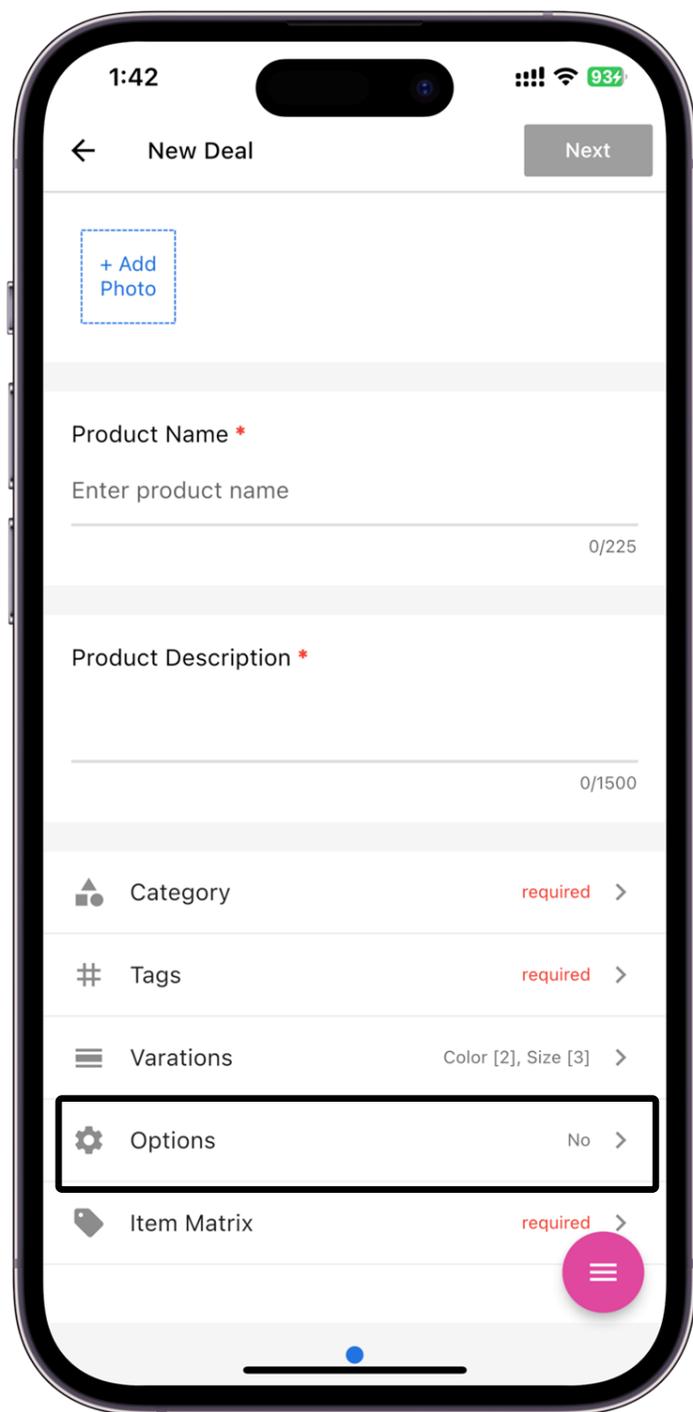
Note: You can input in a maximum of 5 Tags



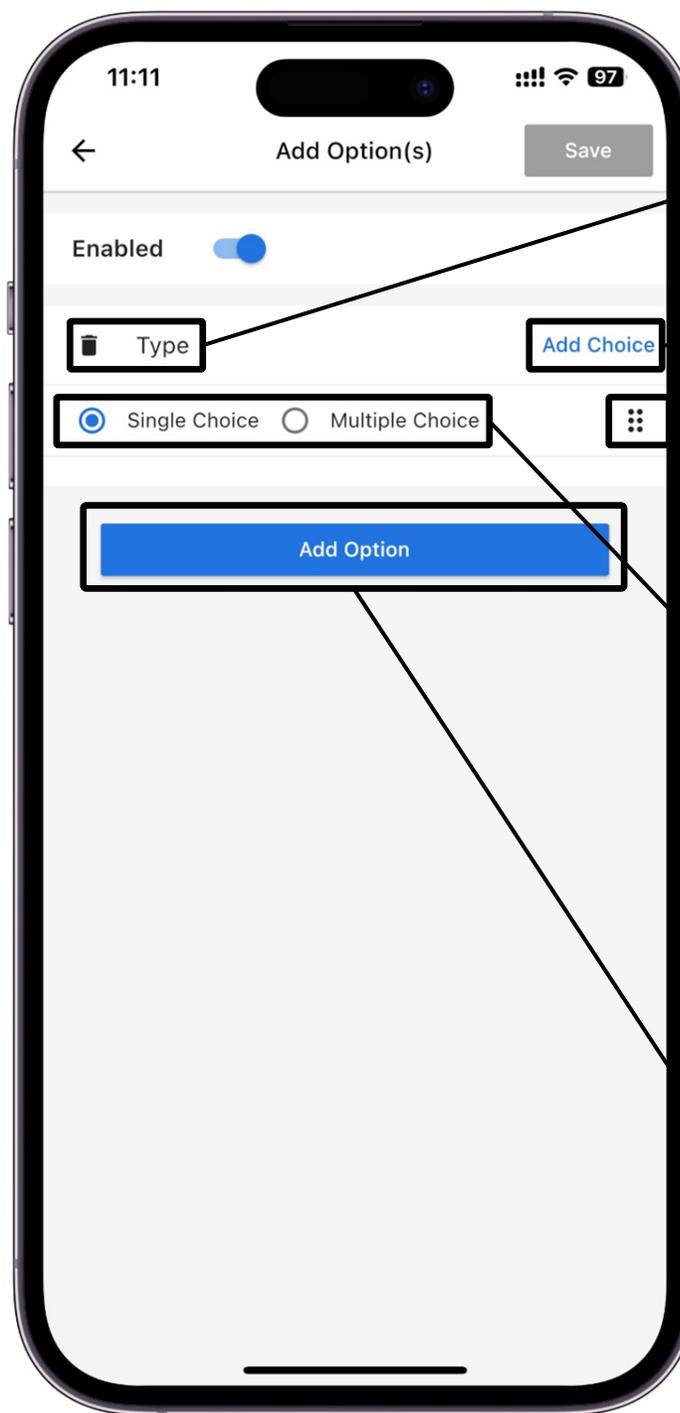
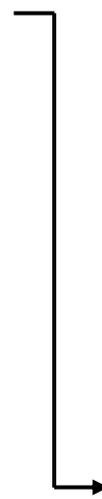
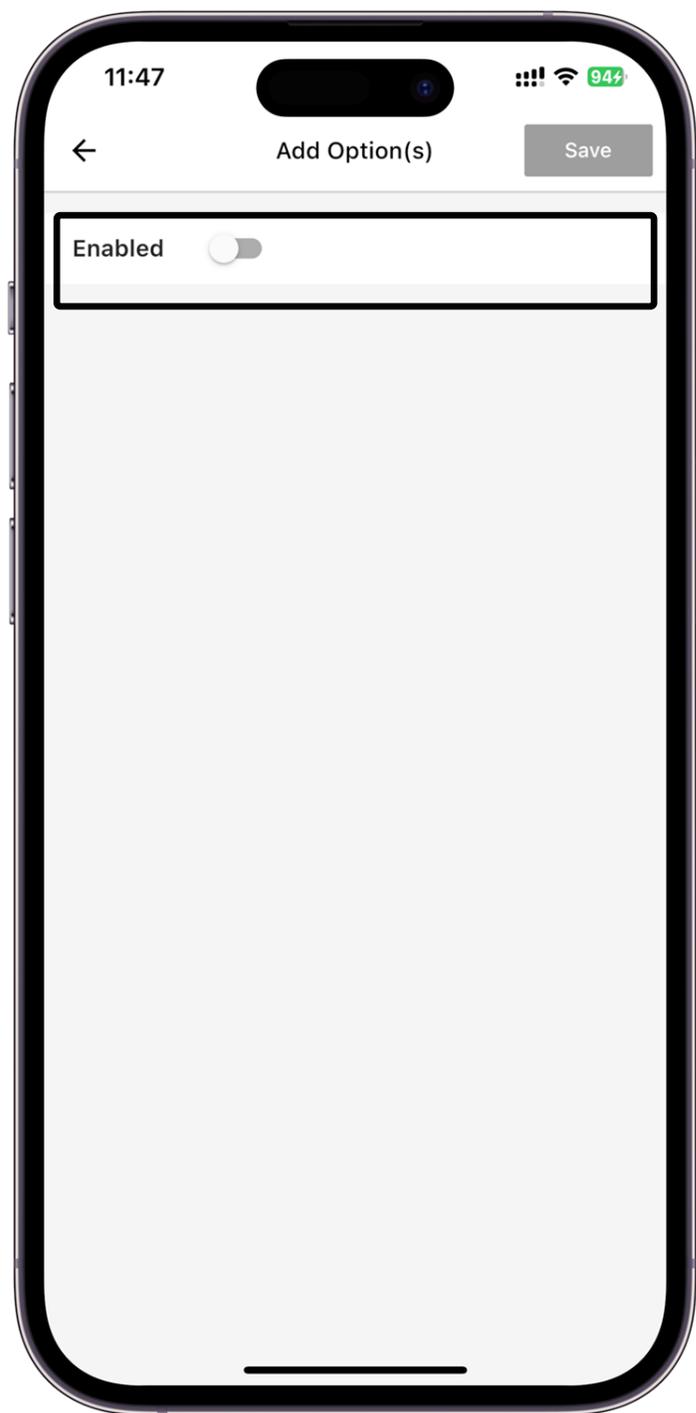
4.27

Variations are unique sets of options (such as size, color, material, etc.) that exist for this particular product.

Combinations of these options will create the Item Matrix Table.



Additional options that can be attached to items created in the Item Matrix Table. Does not interfere with the generation of the Item Matrix Table



4.29

Name of Option group

4.30

To add sub-option selection

4.31

To reposition Group

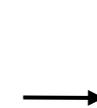
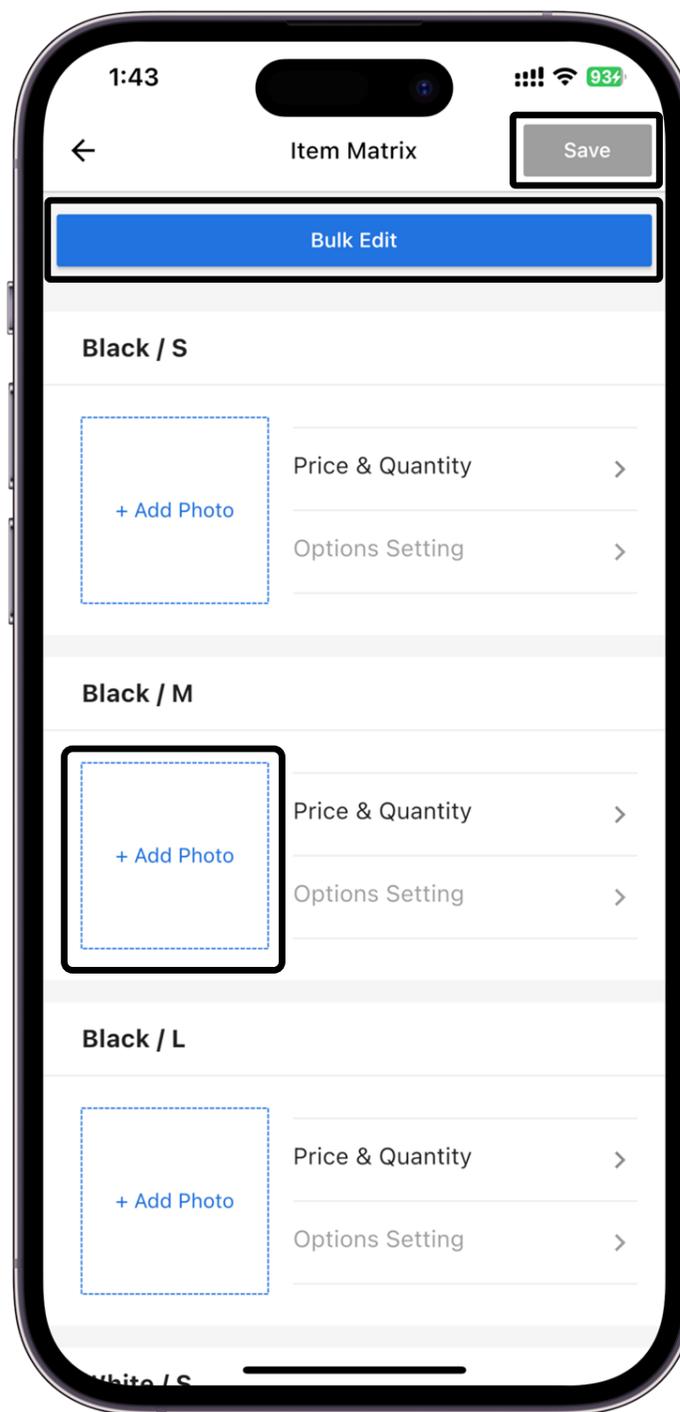
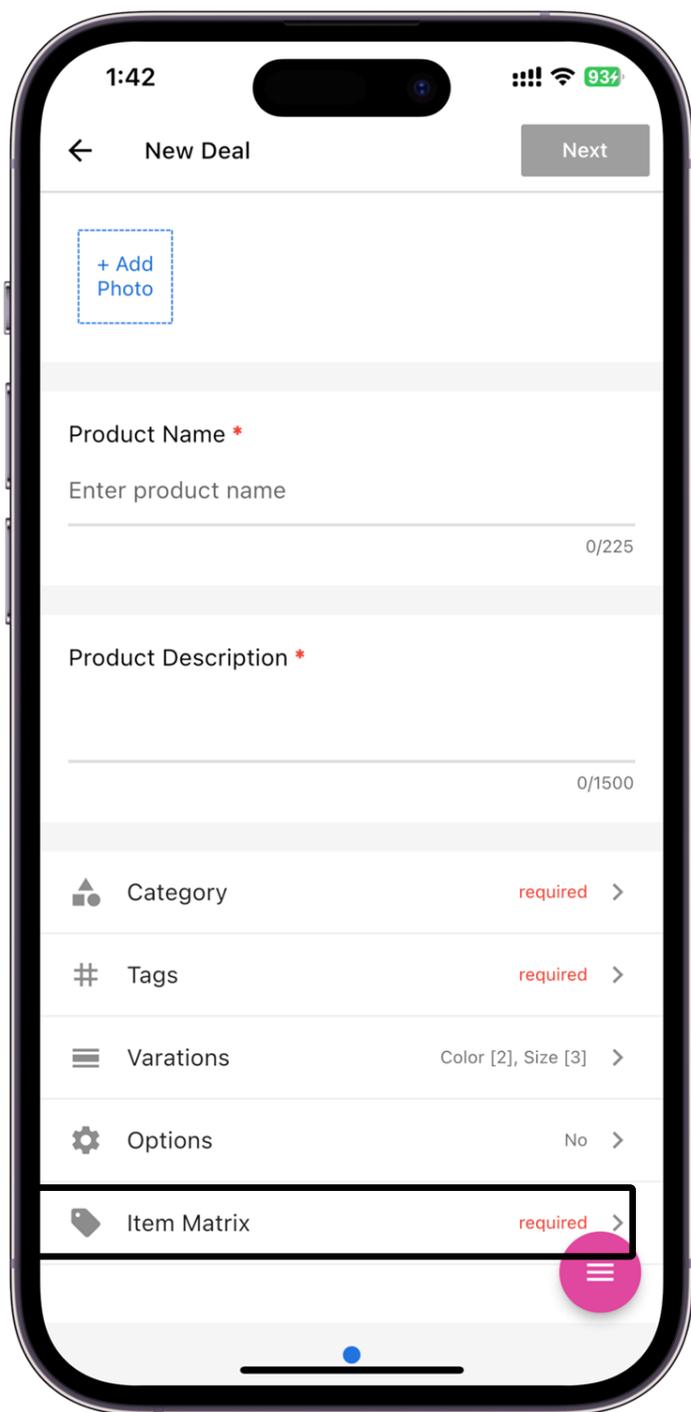
4.32

Single Choice:
Buyer can only choose one option from this group

Multiple Choice:
Buyer can choose zero or more option from this group

4.33

Add a new Option group



4.34

Save Table



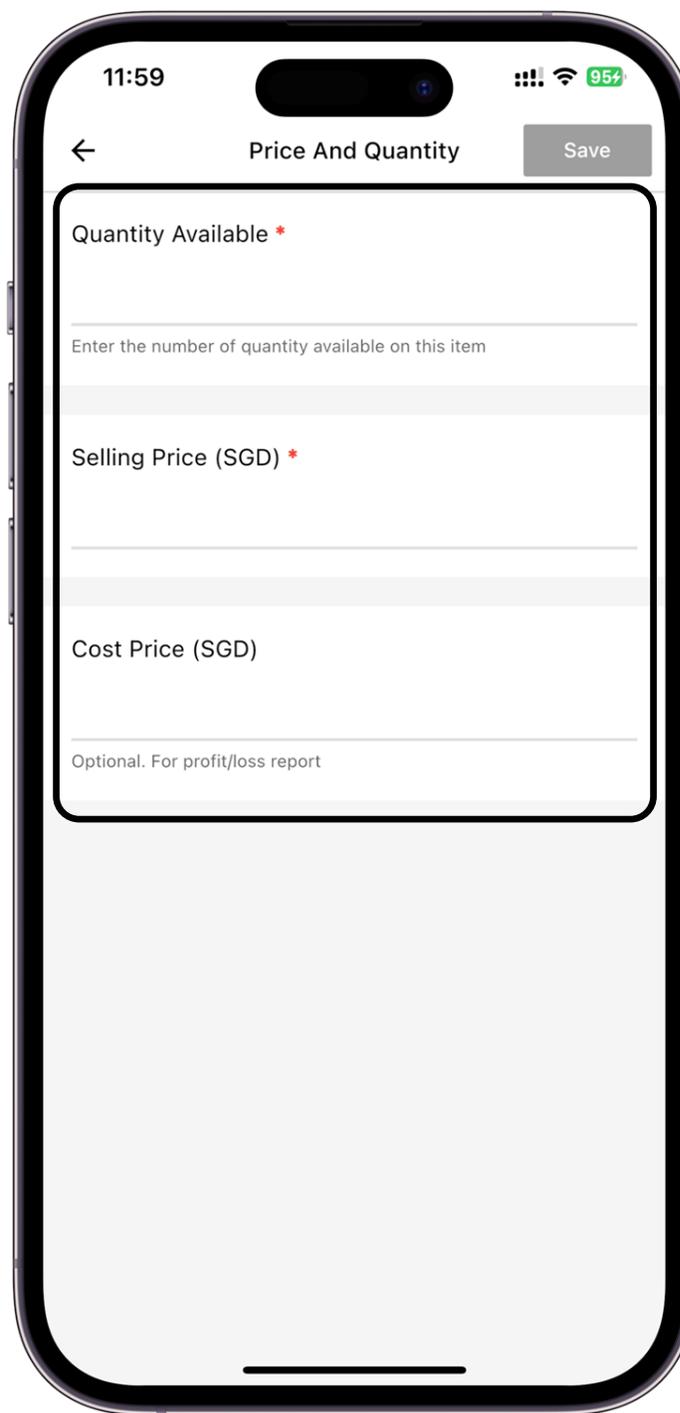
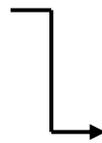
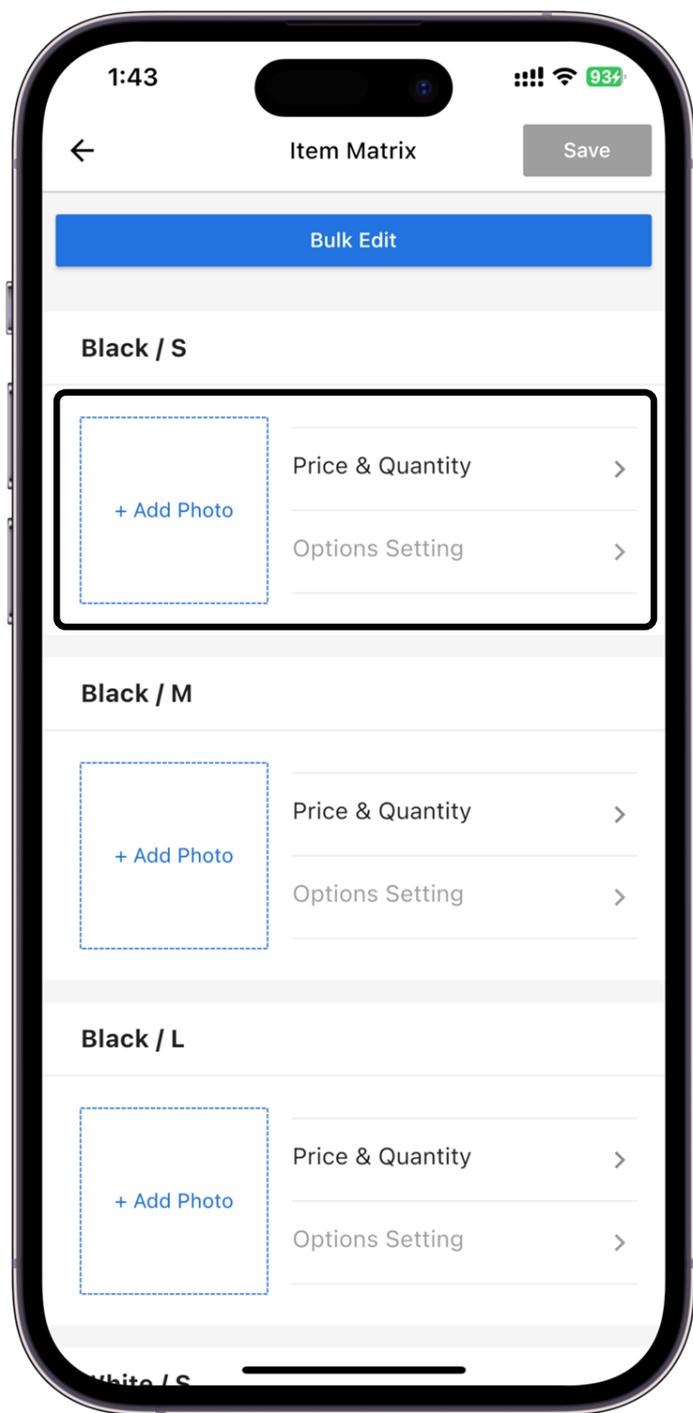
4.35

Bulk update of Price, Quantity and Option of the generated variation combination.



4.36

Allow adding photo to each variation

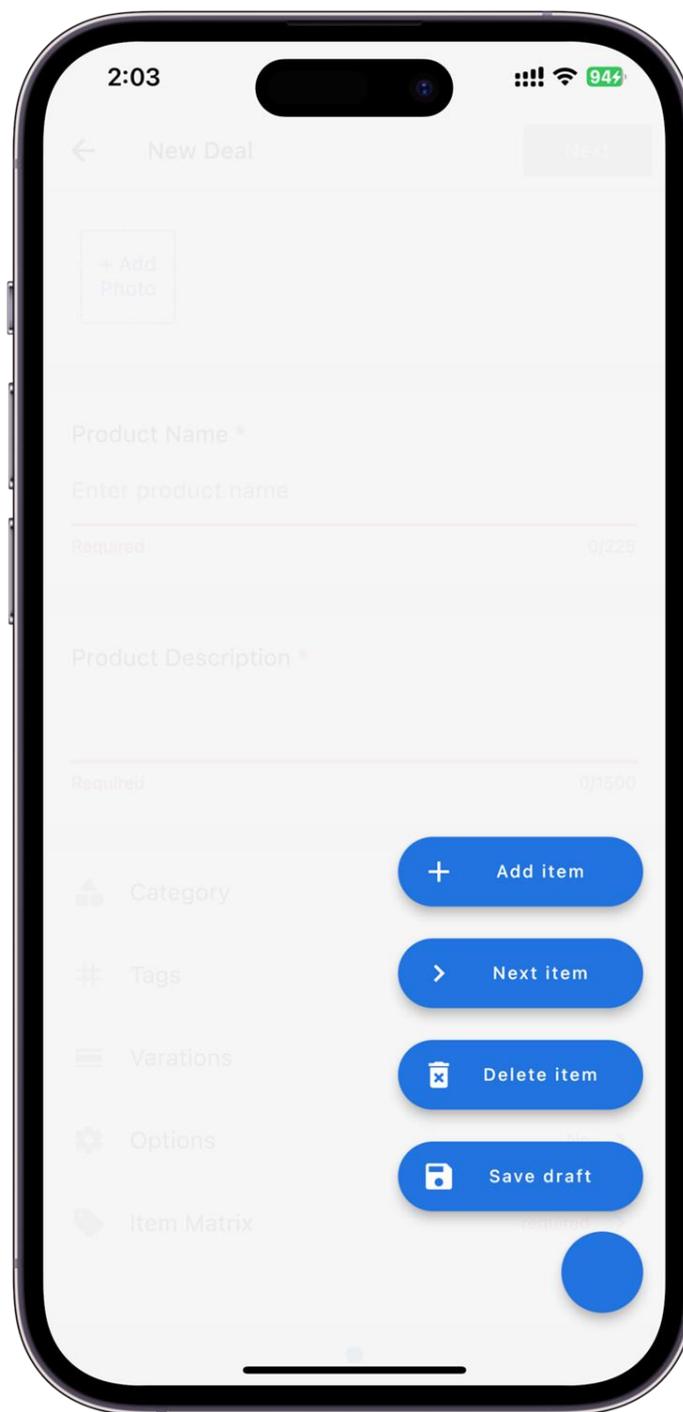
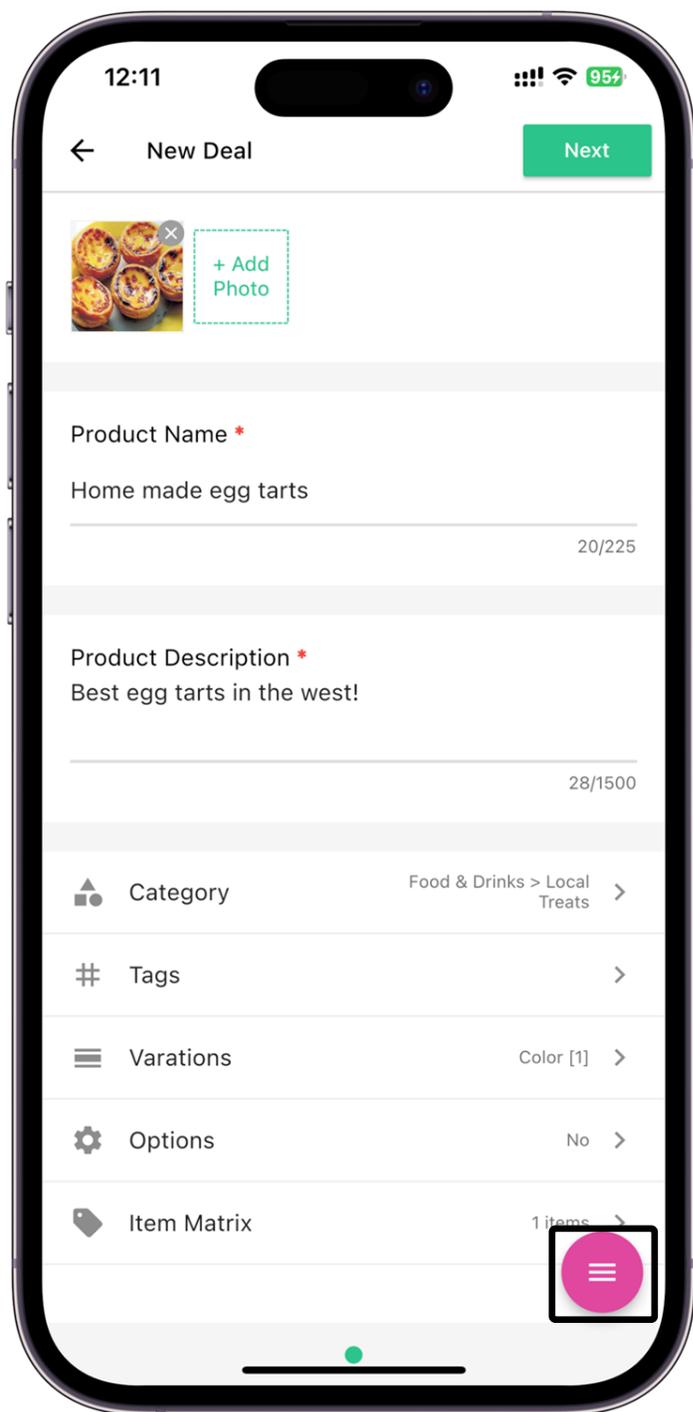


4.37

Quantity
Stock availability

Selling Price
Price which is seen
by buyer

Cost Price
Price which is not
seen by buyer
(Used for
calculation your
P&L)



4.38

Add Item

Add another item thread to the deal.

Added item will be posted under the same deal.

Next Item

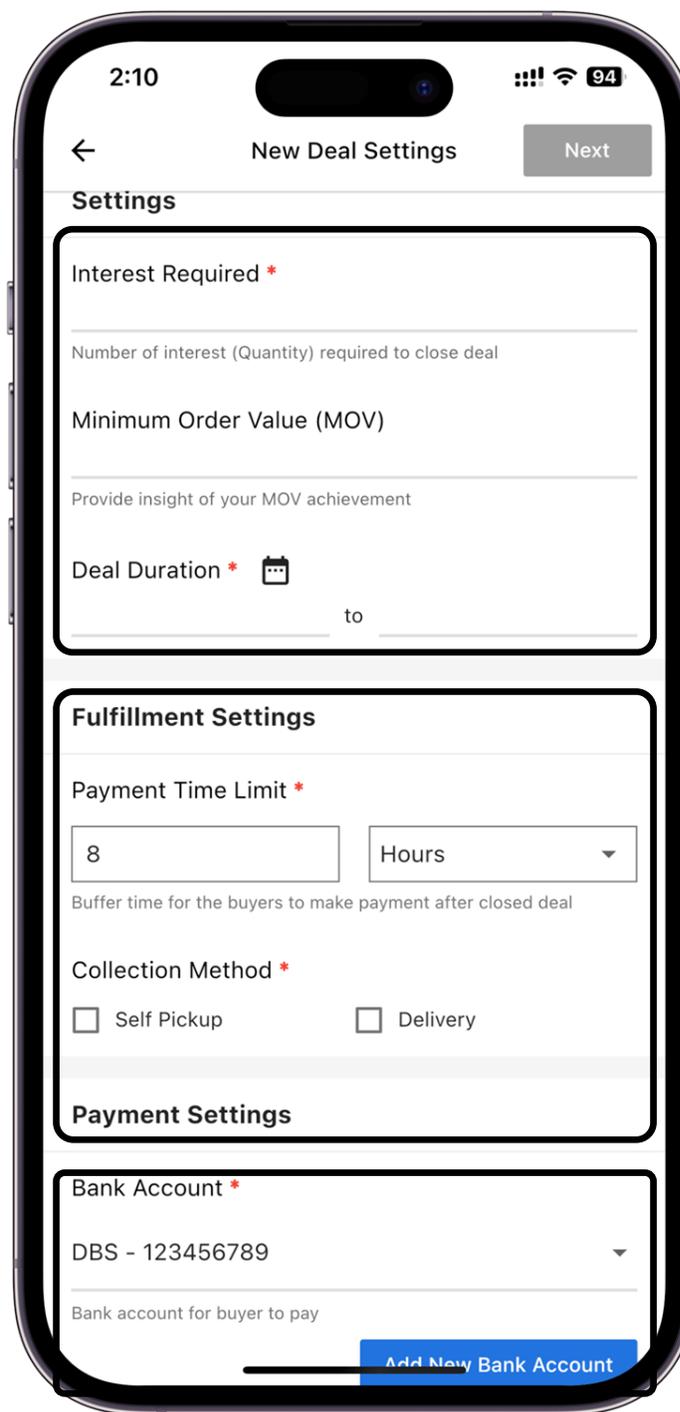
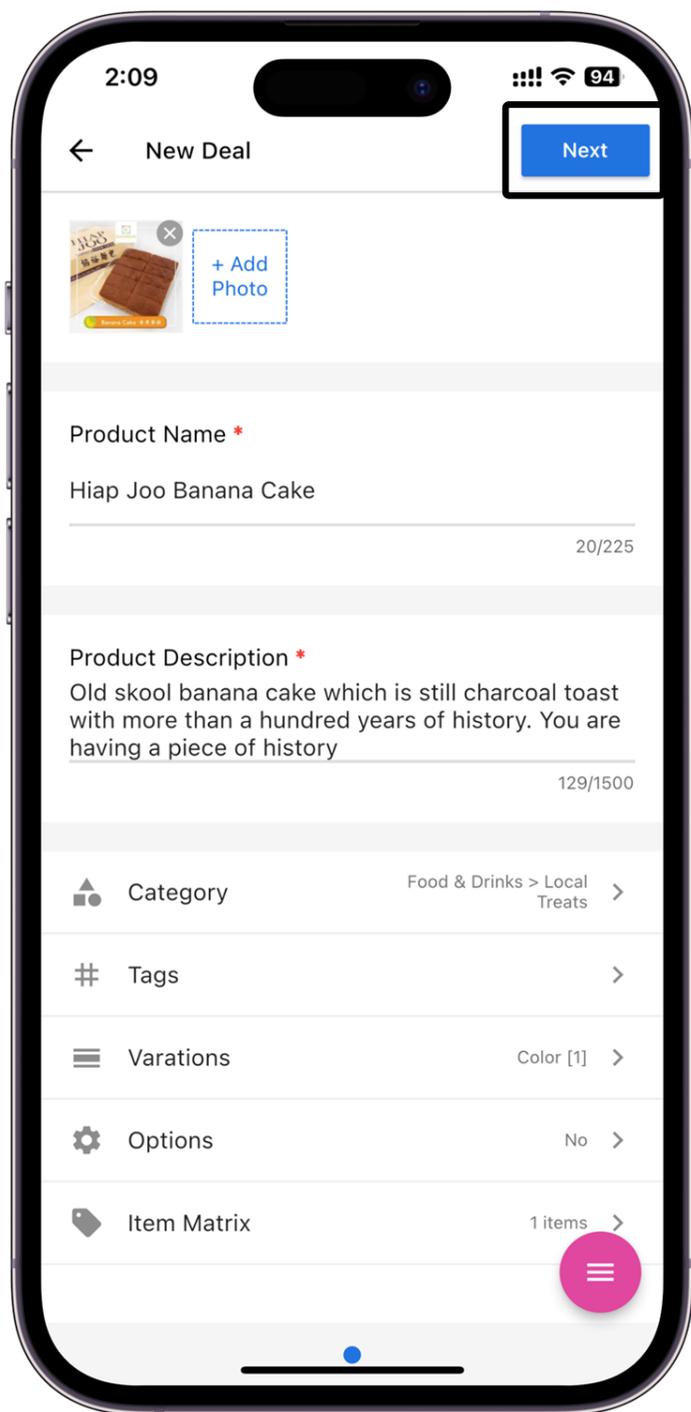
Toggle between Item Thread

Delete Item

Delete current active Item thread

Save Draft

Save current deal draft for future continuation.



4.39

Interest Required

Number of Interest (Quantity of Order) to proceed with the deal Minimum Order Value

MOV

Provide personal benchmark to determine if a deal should be proceed in case the minimum Interest does not achieve

Deal Duration

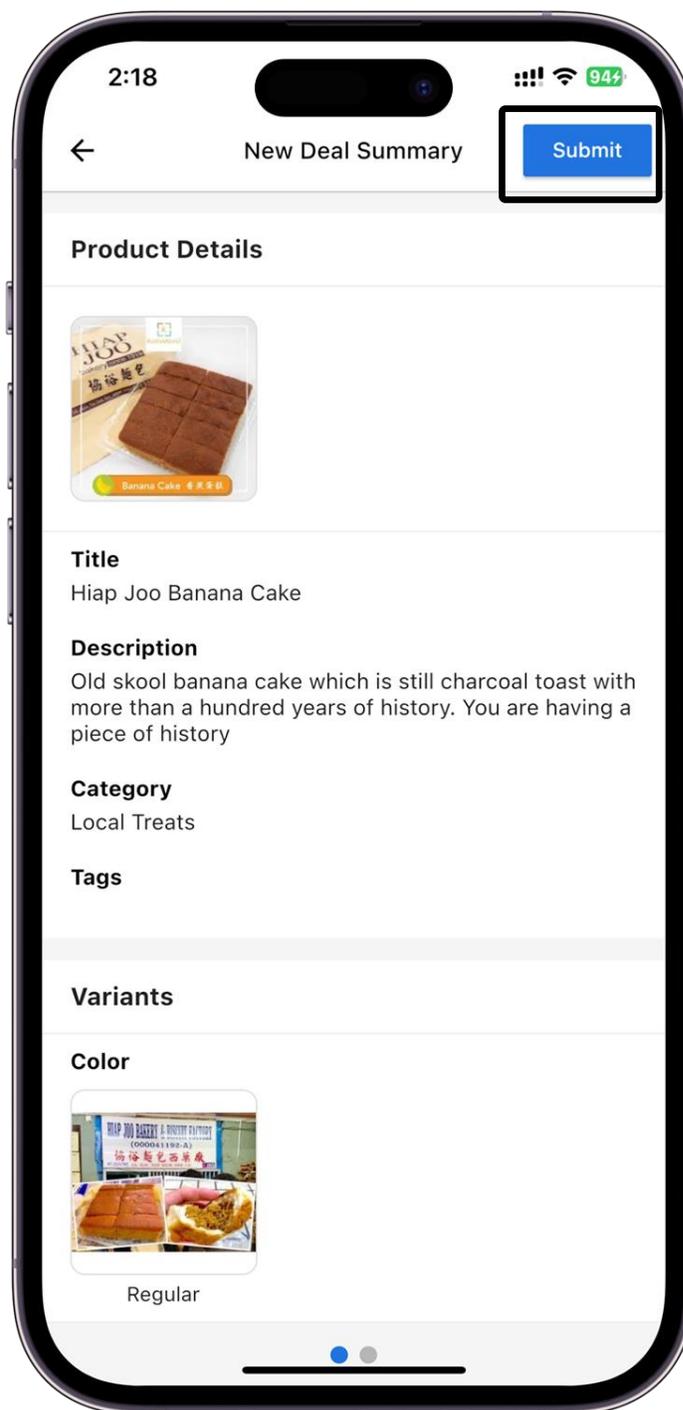
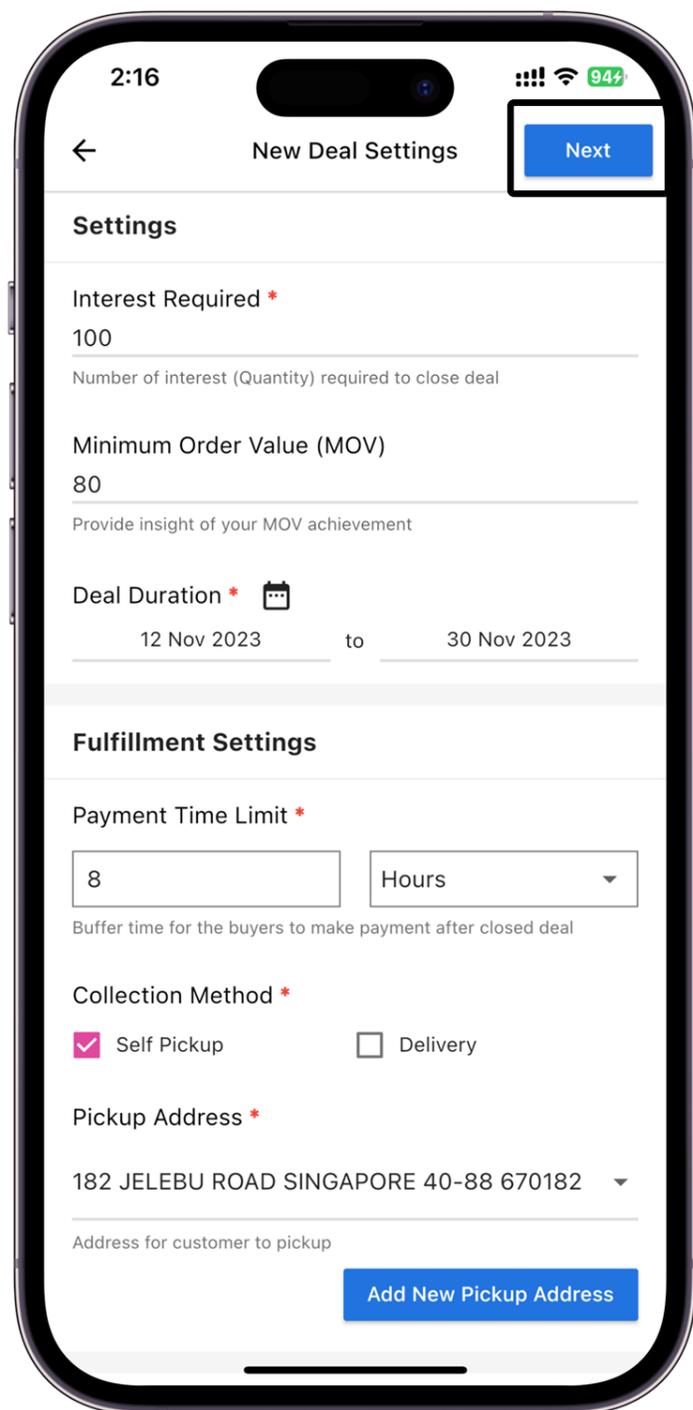
Duration of the post (Duration of the time the seller wants to generate interest

4.40

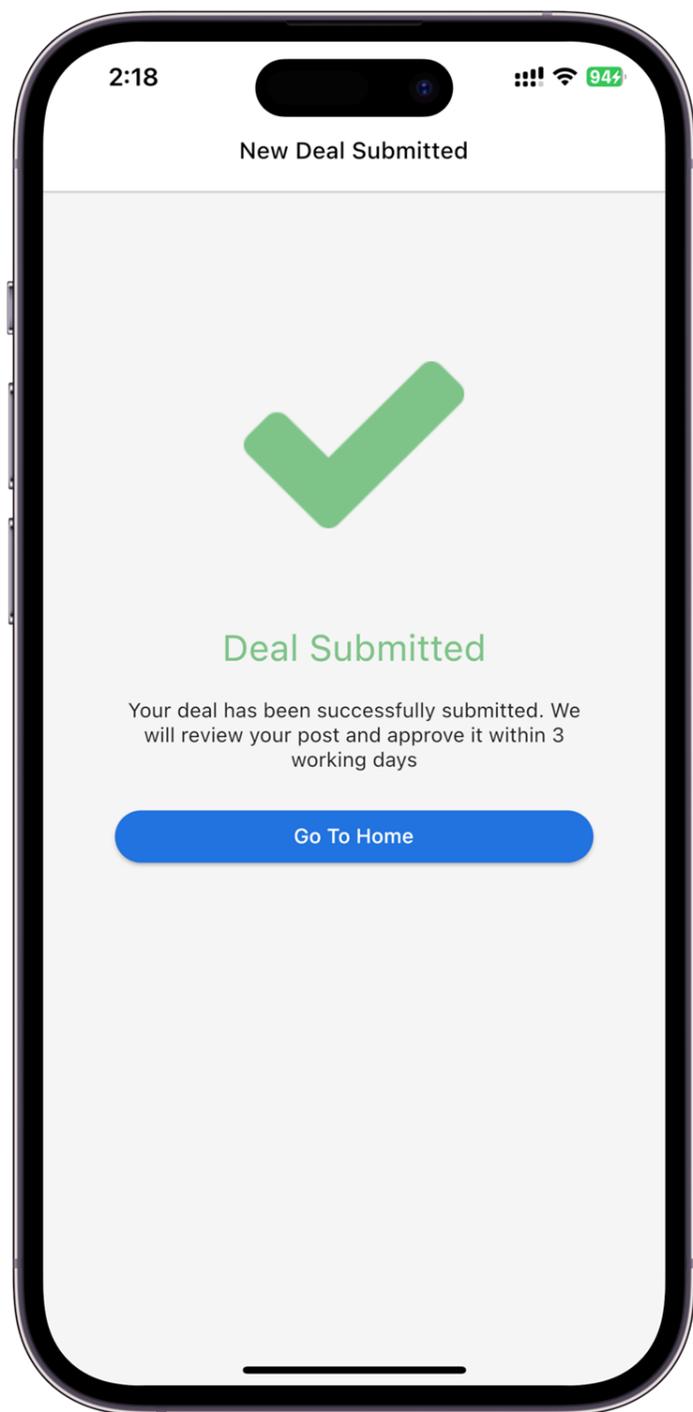
Collection Method via Self Pickup or/and Delivery

4.41

Set bank account for collecting payment from buyers



→ 4.42 Click Submit



4.43

Deal submitted

Click Go To Home

Note: Deal will be reviewed by Gogaga Admin within 3 working days