

First and foremost, many thanks for joining us in GoPasar to promote sustainable urban farming. It is our honour to have you joining us on board. We look forward to building a community of urban farmers and to facilitate exchanges of items without any charge.

This guide is created to walk you through on the steps needed to join GoPasar and to setup your online account. Should you have any inquiry, please look for us here:

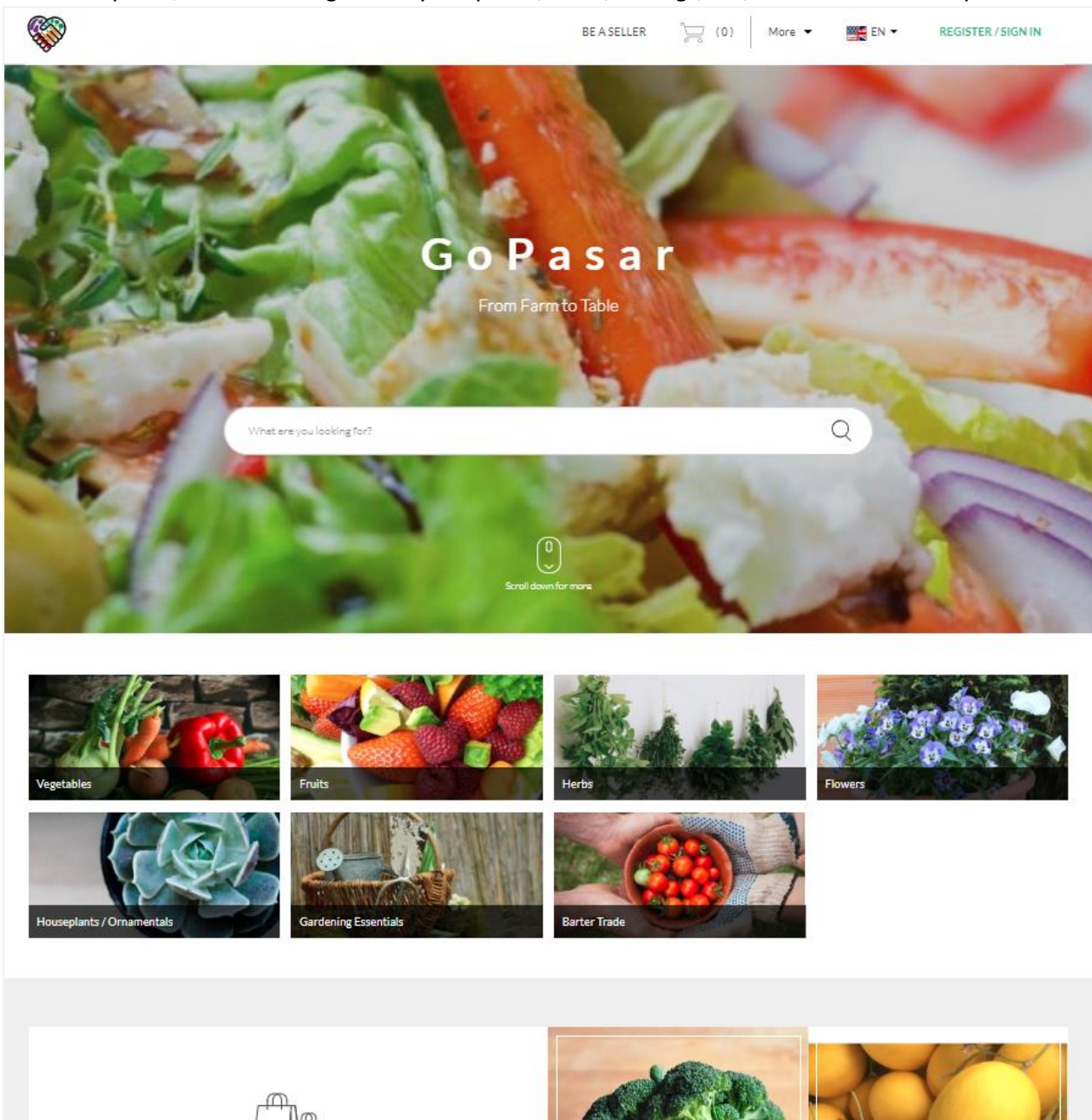
Website: [www.gopasar.co](http://www.gopasar.co)

Email: [GoPasar2019@gmail.com](mailto:GoPasar2019@gmail.com)

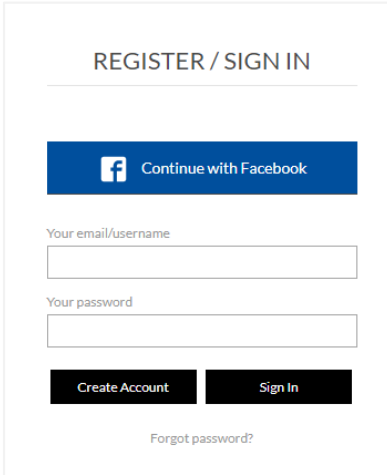
Mobile: +65 81815625

## Navigating the Site and Signing Up

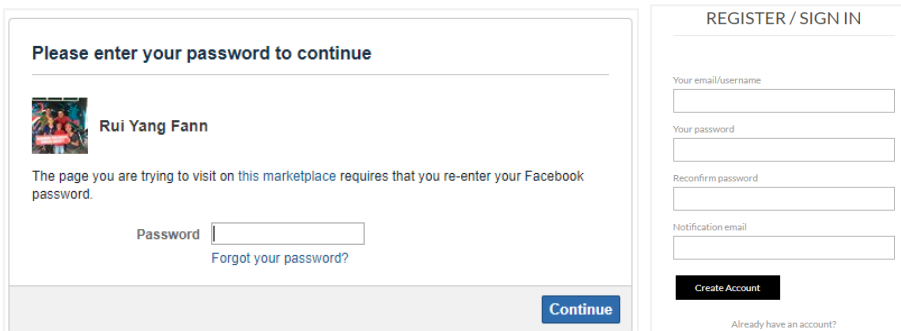
1. Our website URL is [www.gopasar.co](http://www.gopasar.co).
2. At the top right corner, you would be able to see **BE A SELLER** button. Click it.
3. At current phase, if we have to give away our plants/seeds/cuttings, etc, we will need to setup the seller account.



4. In the Registration page, you can choose to register via **Continue with Facebook** or **Create Account**



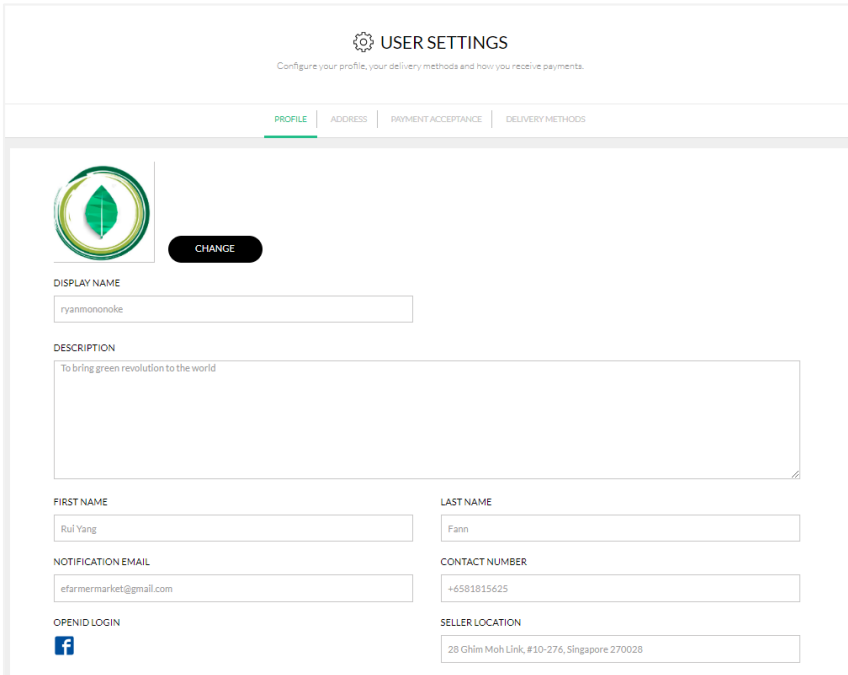
5. If you choose to **Continue with Facebook**, you will be directed to log in via Facebook. You can enter your **Facebook Password** here. Your password is safe and remains with Facebook. Alternative, if you choose **Create Account**, you will need to enter your email, password and the choice of notification email (recommended to be the same as the sign in email)



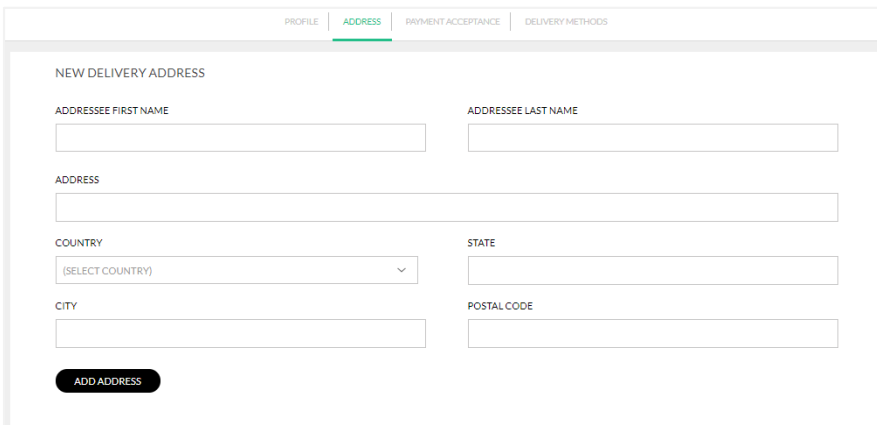
6. After this is done, your account will then be created. Congratulations!

## Completing the Onboarding Process

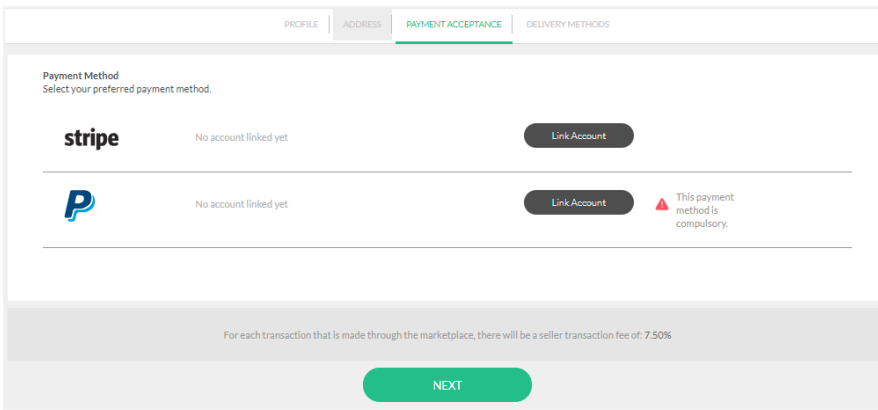
- After the registration step, you can fill in your **PROFILE**. Upload your **DISPLAY PICTURE**, key in **DISPLAY NAME** and **DESCRIPTION**, **FIRST NAME**, **LAST NAME**, **NOTIFICATION EMAIL**, **CONTACT NUMBER** and **SELLER LOCATION** (this would be the meetup/pick up location for you).



- For **DESCRIPTION**, you can share the below:
  - Who are you/your favourite plants/what you plant/hobbies
  - Anything you wish people to know more about you.
- Next, we will move to **ADDRESS**. As a hobbyist ready to share your goodies, you can also purchase items from the market place. This address will be your delivery address.

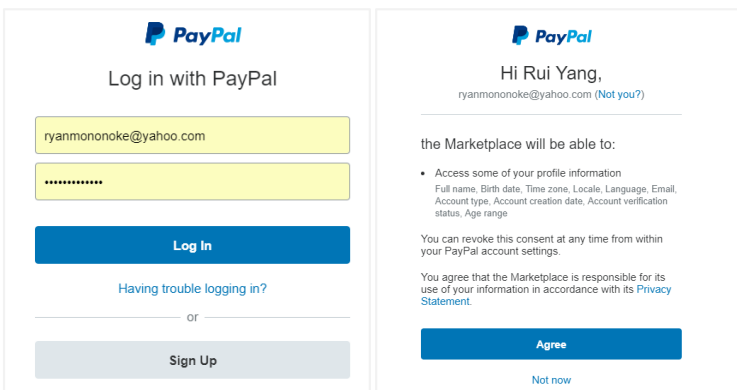


- Next, you have to setup your preferred payment acceptance method. At this moment, even though barter trade doesn't involve monetary transaction given that we are going to list them as FOC, the platform requires us to set the payment method. You can either use **PayPal** (Easier to setup), **Stripe** or **Cash on Delivery** (For FOC trade). For this case, please **ENSURE** that you set up **Cash on Delivery**.

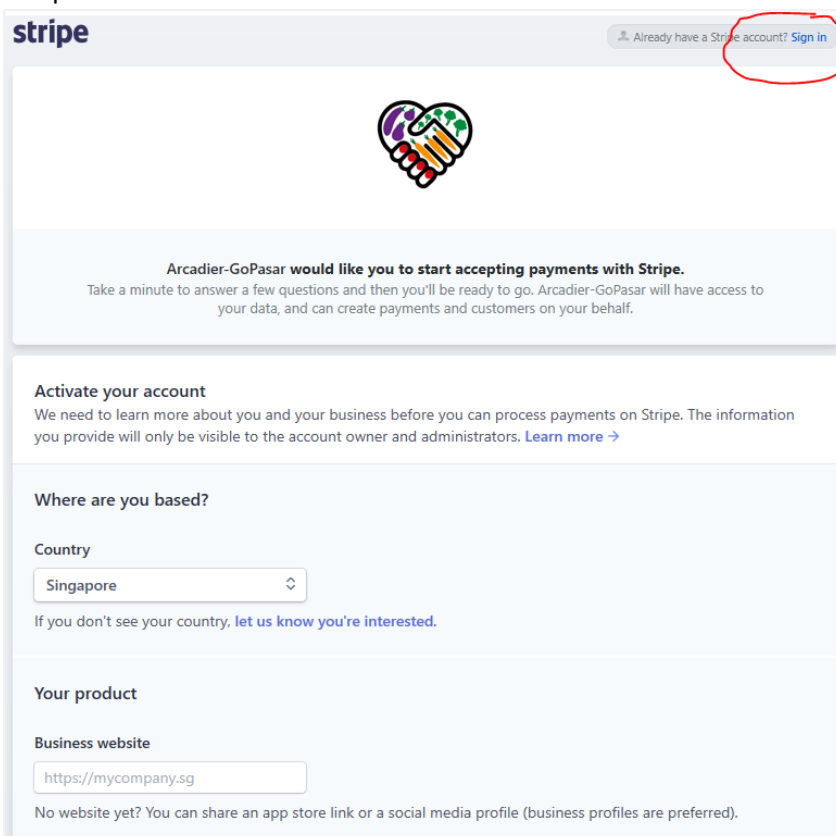


11. For Pay Pal, please log in via your **PayPal Account** (or, you can create one fairly easily). Clicking Log In, PayPal will then prompt agreement of consent. Click **Agree**.

\*On opening a PayPal account, you can visit here: <https://www.paypal.com/sg/smarthelp/article/how-do-i-open-a-paypal-account-faq963>

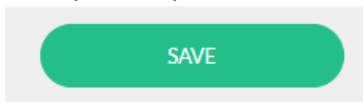


12. Alternatively, if you have a **Stripe Account** (more lengthy to setup), you can link your Stripe account as well by signing in your existing Stripe account. Else, you can create a new Stripe account. There are some details to be completed.



- After linking the payment acceptance account, you will then complete your **DELIVERY OPTIONS**.
- Here, there are 2 defaults created for you – Singapore or International. You can remove both of them as you have decided to get the interested party to come to your place or meet at a place which is convenient for both. For Barter Trade, you should provide your **PICK-UP LOCATION ADDRESS**.

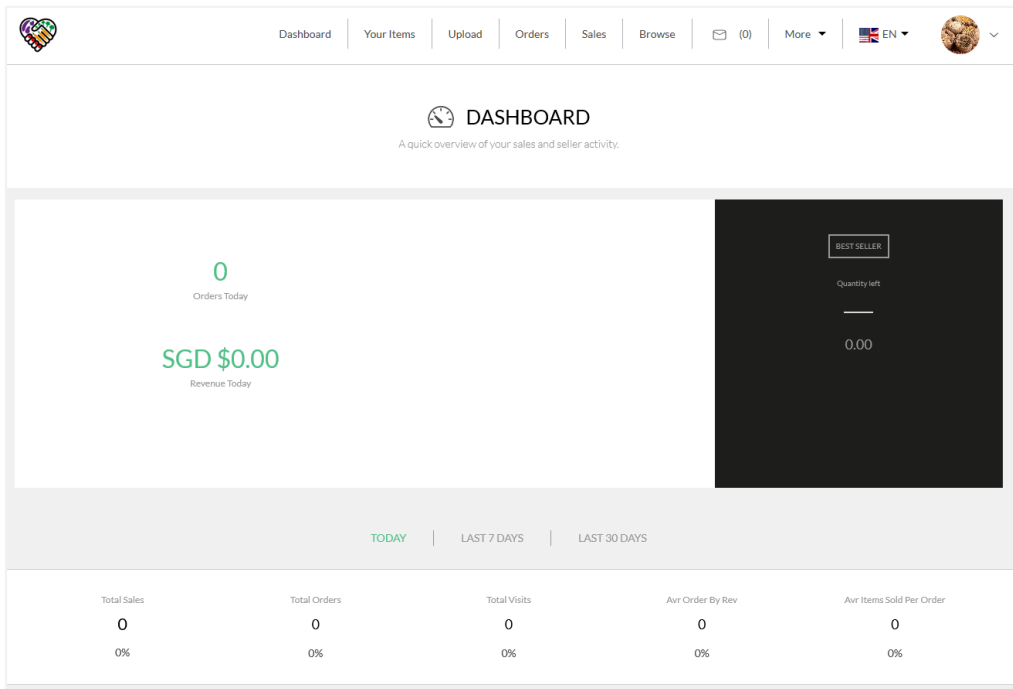
- After you completed the information, remember to click **SAVE**.



- Congratulation, you have completed onboarding. You are now ready to list your items for sharing in GoPasar.

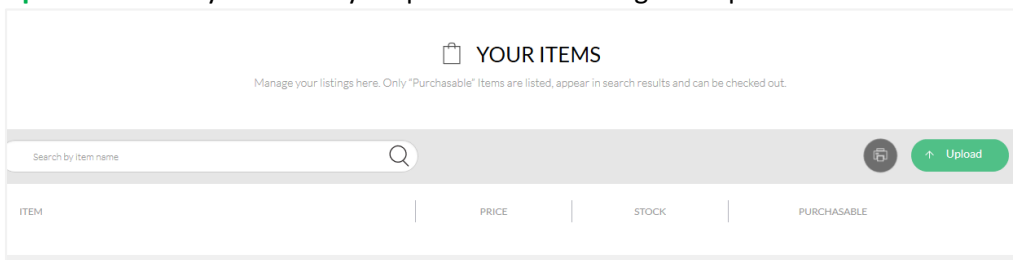
## Listing Your Items

17. After completing the seller onboarding, you will head to the Seller Page. Here at the top, you will see **Dashboard**, **Your Items**, **Upload**, **Orders**, **Sales**, **Browse** and a **Message Inbox**.



18. **Dashboard** provides you a quick overview of your total orders and revenues, as well as your most popular products. It also offers simple analytics of your total sales, total orders, total visits, average order by revenue, and average item sold per order. For Barter Trade, it will show you the popular items traded.

19. **Upload** is where you can list your products. Click the green Upload Button.



20. In order to upload your item for Barter Trade, please choose Category **Barter Trade**. In the Sub-category, there are

- a. **Seeds**
- b. **Cuttings**
- c. **Seedlings**
- d. **House Plants**
- e. **Harvests**
- f. **Gardening Tools**
- g. **Others.**

21. You can then enter item name, price (**\$ 0.00**), SKU.

- a. For item name, please enter “BARTER – XXXXXX”, e.g. **BARTER – GREEN PANSY**.

22. This will allow users to search for “Barter” keywords

23. You can then input the relevant item description.

**YOUR ITEMS**  
Fill in your item details here

**CATEGORY**

Barter Trade

**SUB-CATEGORY**

House Plants

- Seeds
- Cuttings
- Seedlings
- House Plants
- Harvests
- Gardening Tools
- Others

**ITEM NAME**

BARTER - GREEN PANSY

**SKU**

BARTER\_PANSY

**ITEM DESCRIPTION**

Home grown green pansy

24. After that, you will need upload the pictures of your items. We recommend that you upload at least **3** pictures, or depending on the variation, more.
25. Pictures of **600\*600** are recommended. Else, you can adjust it (Drag the bottom bar, pan it, etc) during the uploading stage.

**ITEM COVER IMAGE**

Images must be in a ratio of 1:1 (Recommended 600pxX 600px) and no larger than 2MB. You may upload up to 5 images.

BROWSE

+

26. You can set the **QUANTITY** or **unlimited quantity** here.

**QUANTITY**

10

NO
 Unlimited Stock

27. Next, you can set up the suggested **TIME & DATE FOR EXCHANGE**.

**TIME & DATE FOR EXCHANGE**

DD/MM/YYYY 📅 00:00 🕒

28. After that, you can add **PICK-UP LOCATION ADDRESS** for place which is convenient for you to handover the item.  
**Untick the Delivery Service.**

**DELIVERY OPTIONS**

Please define the delivery options you want to make available and the surcharge for each option. (You must also select at least one delivery option or pickup location)  
Offer reduced shipping costs to buyers when they buy more than one item from you!  
Total delivery = Single item delivery (highest from A) + individual 'with other item' surcharge (B for each item)

<input checked="" type="checkbox"/>	DHL	+SGD \$07.00 <small>SINGLE ITEM (A)</small>	+SGD \$03.00 <small>WITH OTHER ITEM (B)</small>
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**DELIVERY SERVICE**

			<b>ADD NEW</b>
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**PICK-UP LOCATION**

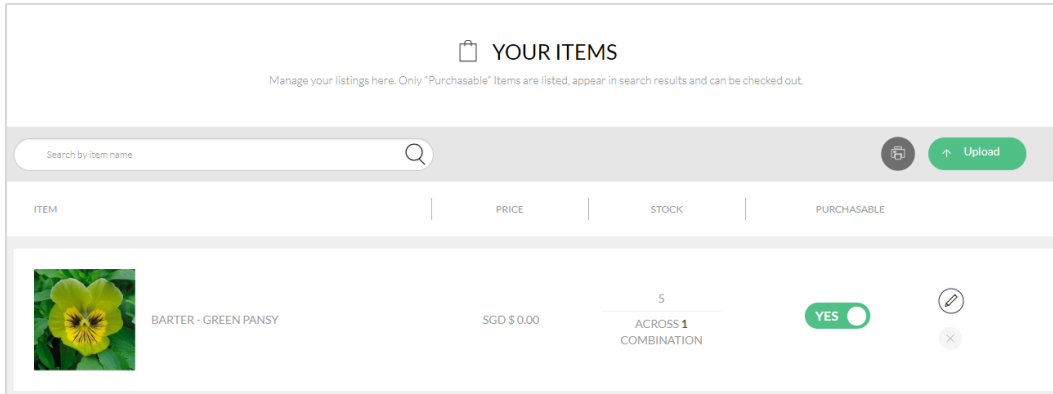
Please provide the address where the item may be collected by the buyer. (You must select at least one delivery option or pickup location)

<input checked="" type="checkbox"/>	HortPark
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**PICKUP LOCATION ADDRESS**

**ADD NEW**

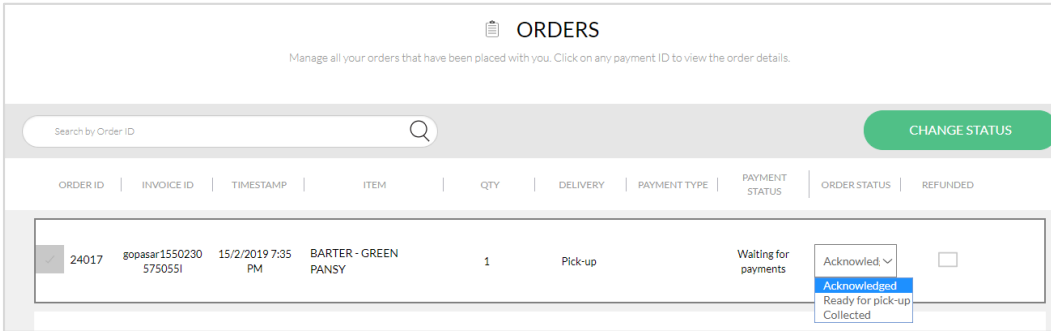
- 29. After this, click **SAVE**. Voilà, and you have got your item listed in GoPasar for Barter Trade!
- 30. What you have to do now is to prepare to wait for other enthusiasts to place a reservation for your item. You will receive email notifications once your products are being reserved/ordered.





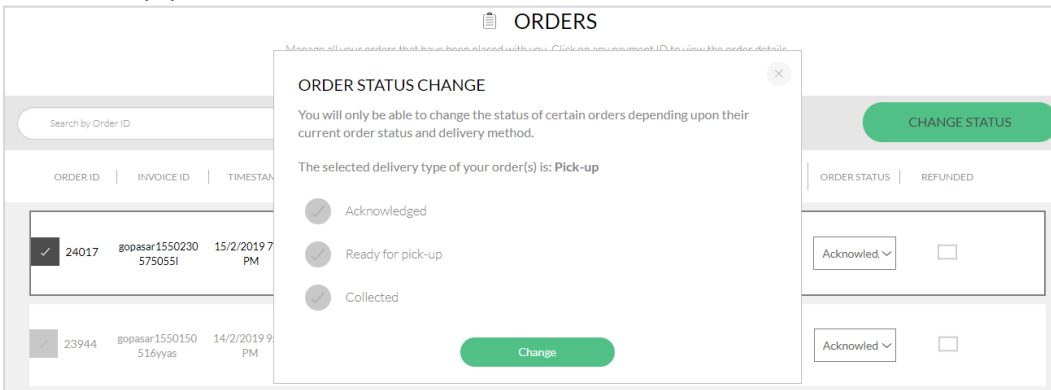
## Reservation Management – Managing Your Reservation and Pick Up

- 31. Congrats! You have got your first items reserved. We shall now go through the reservation management process.
- 32. In the **Orders** page, you will be able to see a list of reservation which you have received.

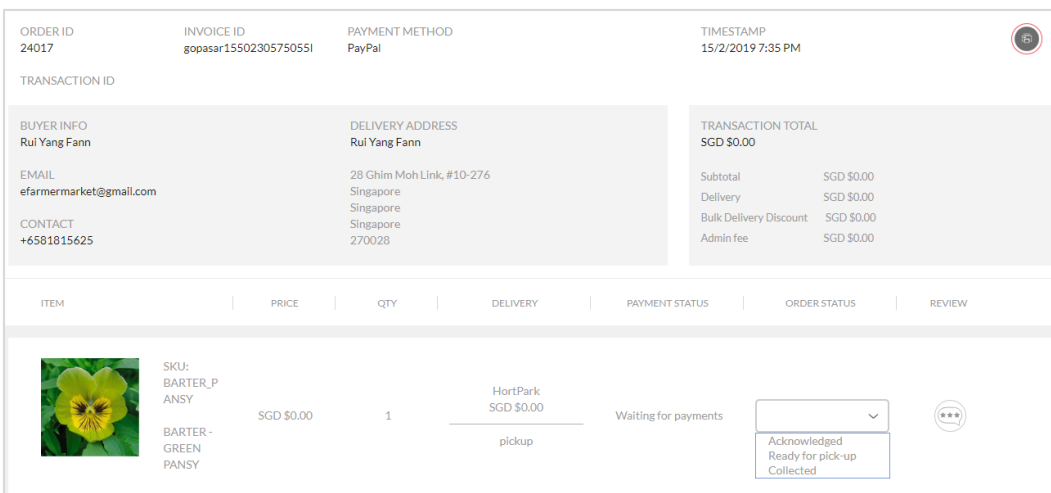


- 33. Here, the overall information is shown – *ORDER ID, INVOICE ID, TIMESTAMP, ITEM, QTY, DELIVERY, PAYMENT TYPE, PAYMENT STATUS, ORDER STATUS, REFUNDED.*
- 34. For simple update, you can do so by clicking the **drop down** menu and select the relevant status. The usual status includes
  - a. For Self-Pick Up
    - i. Acknowledged
    - ii. Ready to Pick Up
    - iii. Collected

- 35. Alternatively, you can tick the item at the left and click **CHANGE STATUS.**



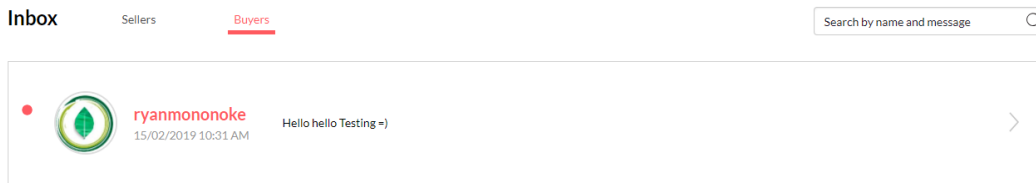
- 36. In order to view the reservation details, you can click on its **ORDER ID/INVOICE ID.** Doing so, it will provide further info.



- 37. Once the items are picked up, you must change the status to **COLLECTED** to close the reservation. This will trigger email notification to the other party.
- 38. Here you go. Congrats to the first reservation and giveaway. Thank you for staying with us till this stage.

## Message Inbox

- 39. As a seller/barter trader, you will probably receive inquiries from buyers or interested parties. Do check your message inbox for potential interests.
- 40. Alternatively, you can also message other buyers/sellers and interact with them via the message function.
- 41. Remember, proactive reply yields positive results!



Thank you for staying with us till the end of the guide. If you have any questions and inquiry, please do not hesitate to contact us at the below.

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