



# User Guide

Version 1.0

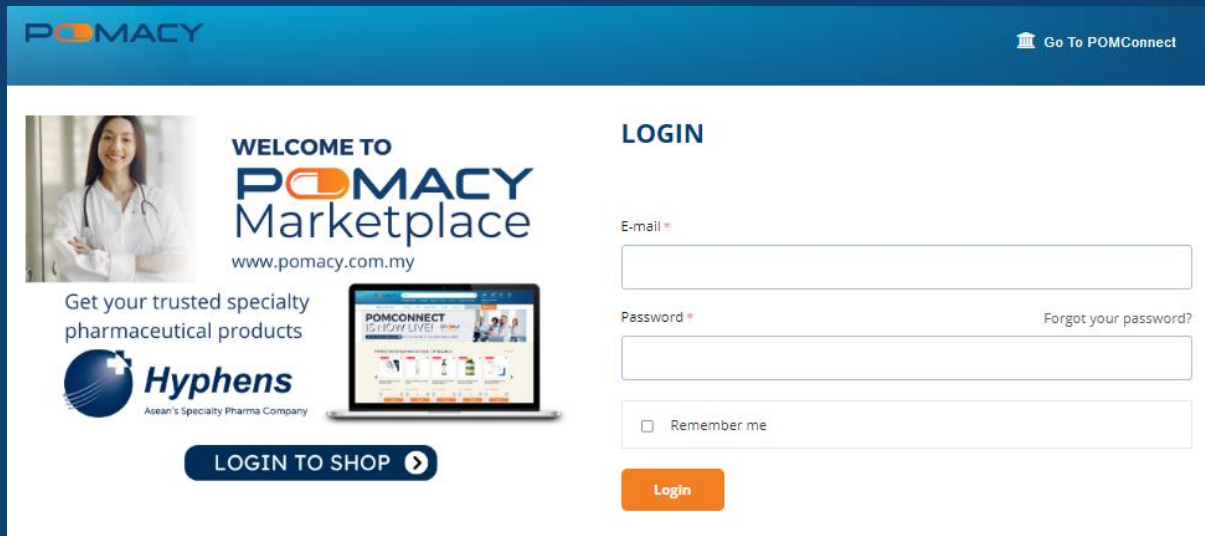
01 Aug 2023

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# Get Started

1. Go to <https://www.pomacy.com.my>
2. Enter your email address and your password. If you forget your password, you may change your password by clicking “forgot your password”. You will receive an email to reset your password. Click on the link and change your password.



3. Go back to <https://www.pomacy.com.my> and log in with your email and new password.

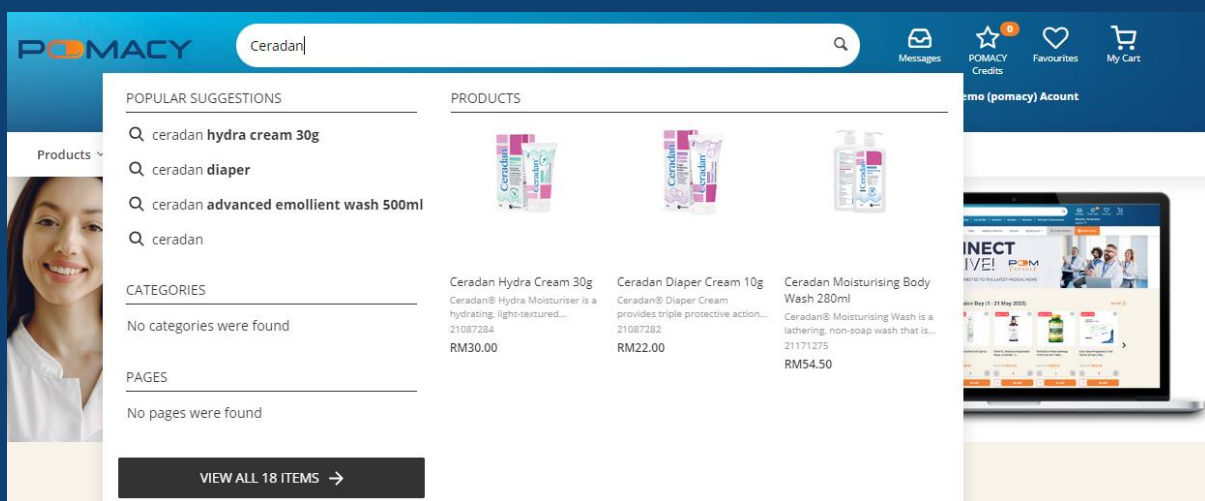


# How to place order?

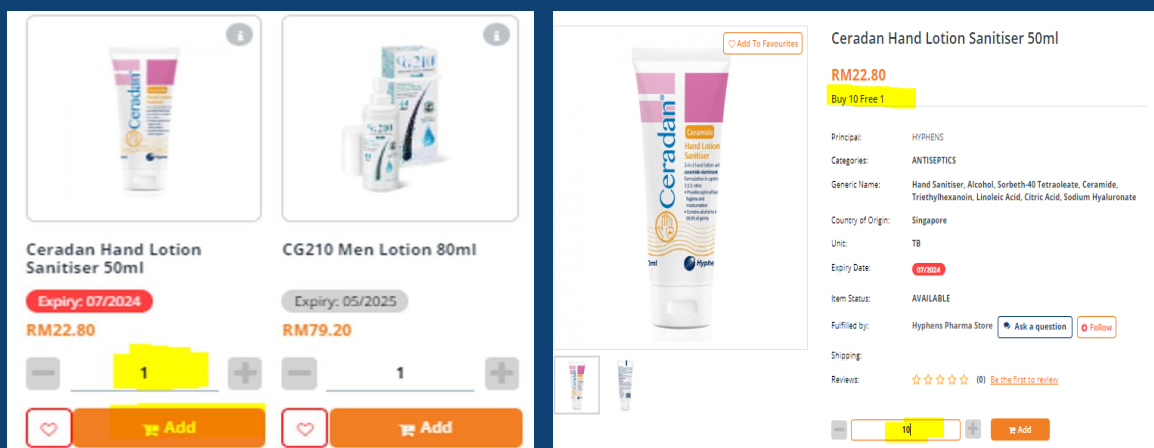
1. Start to key in product name or relevant keywords from search bar or you can browse through the store.



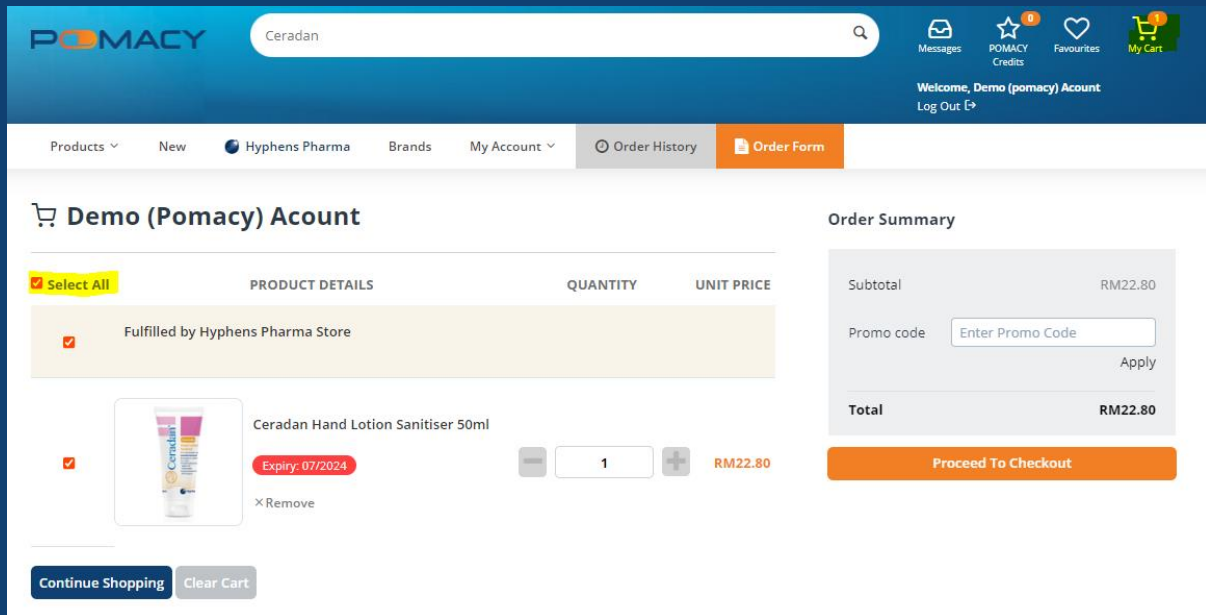
2. Example: Search “Cerdan” and you may see all lotion products available as shown below. You may click on view all 18 items button to see all product listings under “Cerdan”



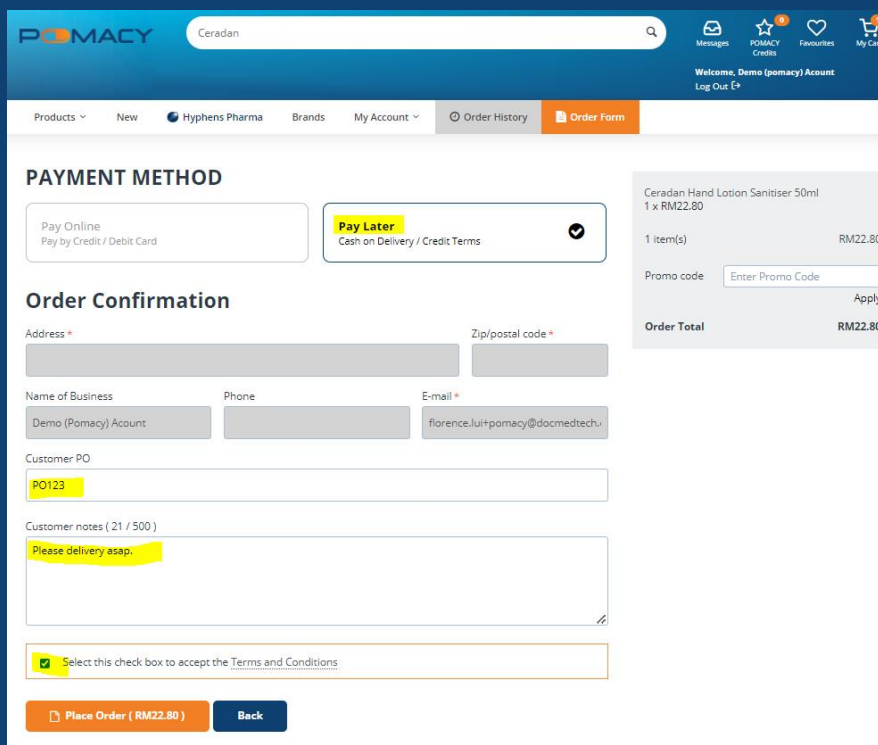
3. You may change quantity that you would like to place order and click on “add” to cart button.



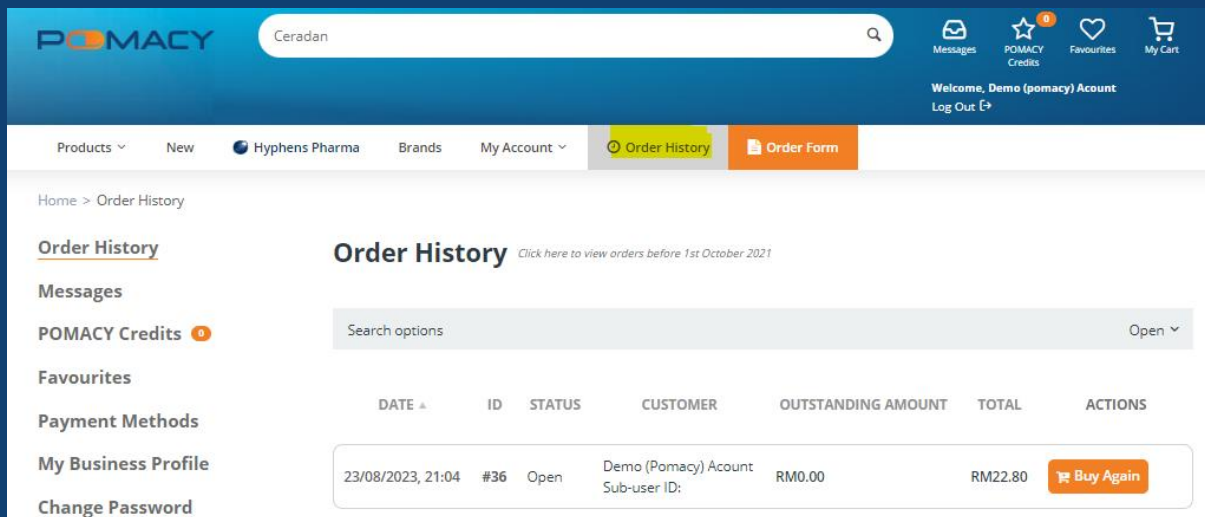
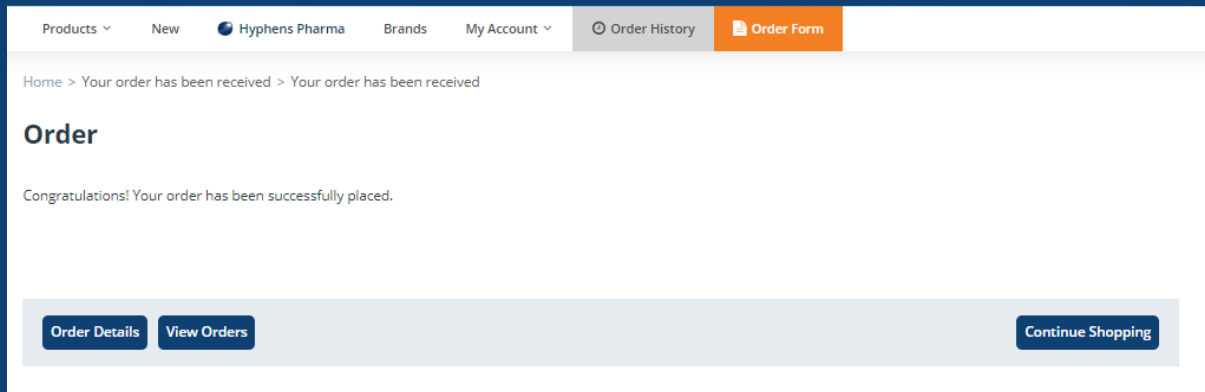
4. Select "My Cart" to view the items in your shopping cart and select all or select the item that would like to proceed to checkout.



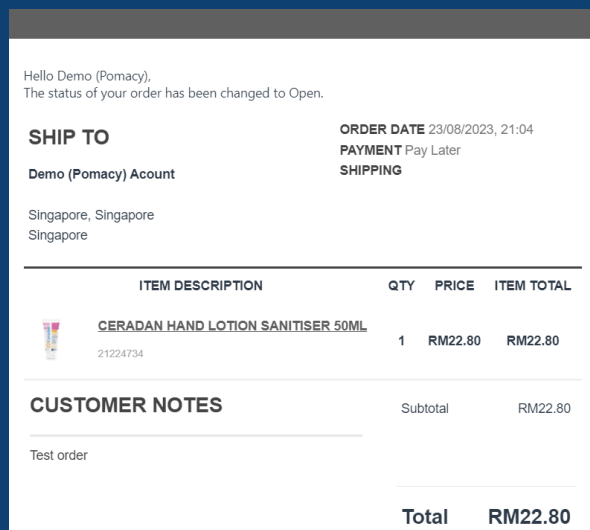
5. Please select "Pay Later" and indicate PO number if any. You may insert message/notes under customers notes if any. Select the check box and click on place order.



6. Order is successfully placed. You may click on “View Orders” to check order history.



7. You will be receiving an order email notification upon order placed.



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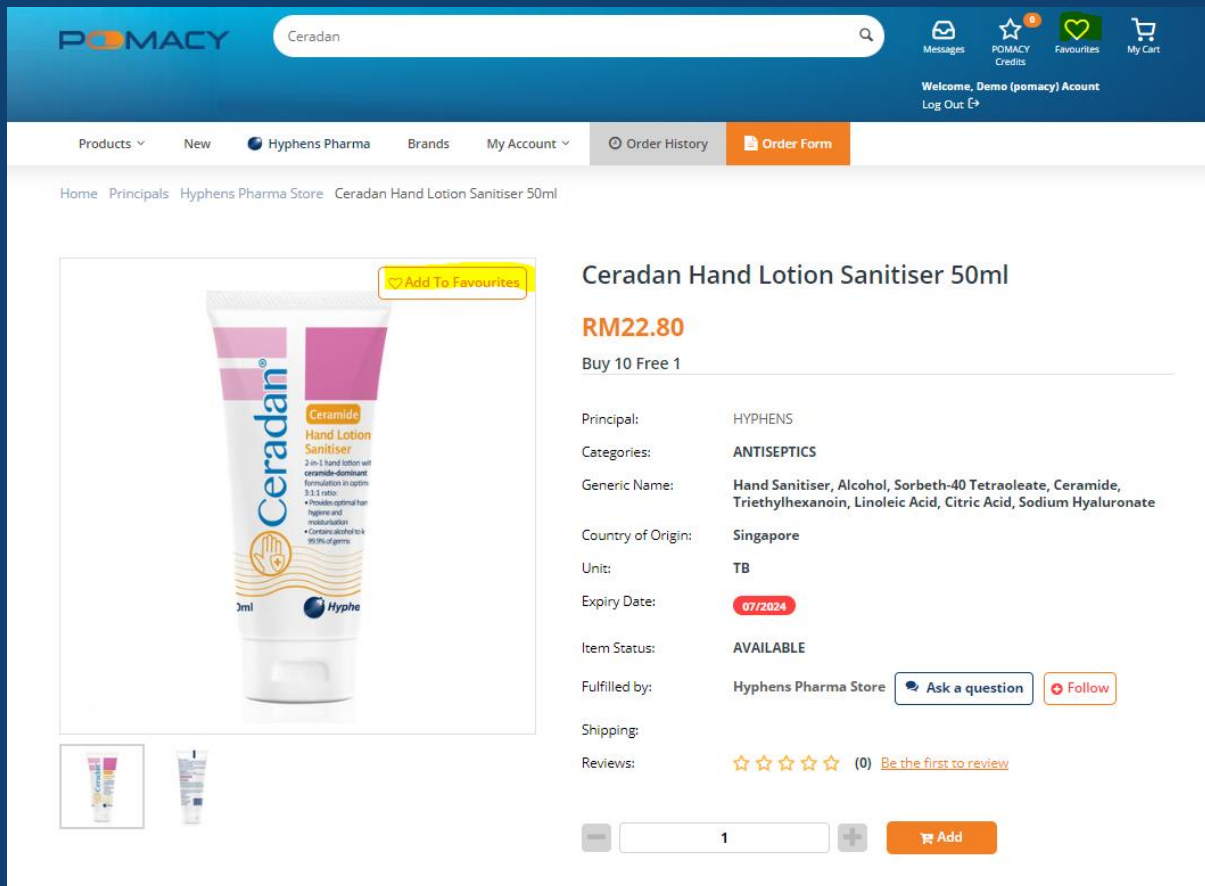
Unit 5.007, Block J, Jaya One, 72A, Jalan Profesor Diraja Ungku Aziz, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia  
www.pomacy.com.my

# Introduction Features

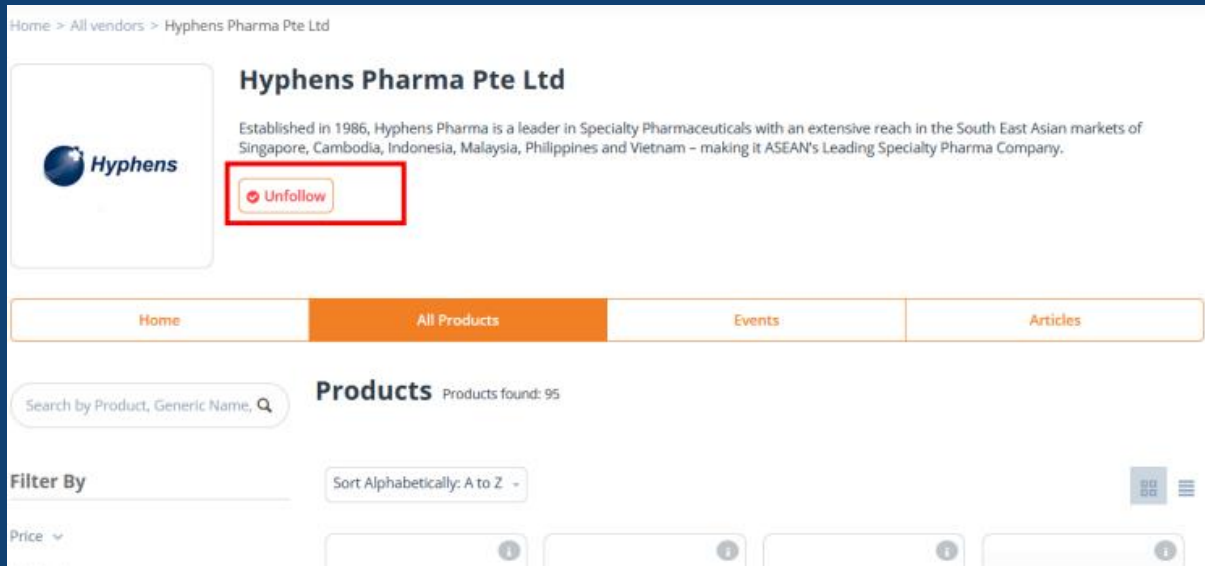
✓ Better, faster, accurate, relevant search engine



✓ Favourites – Want to “bookmark” a product? Can’t decide to purchase yet? Or just want to add items here for easy future access.

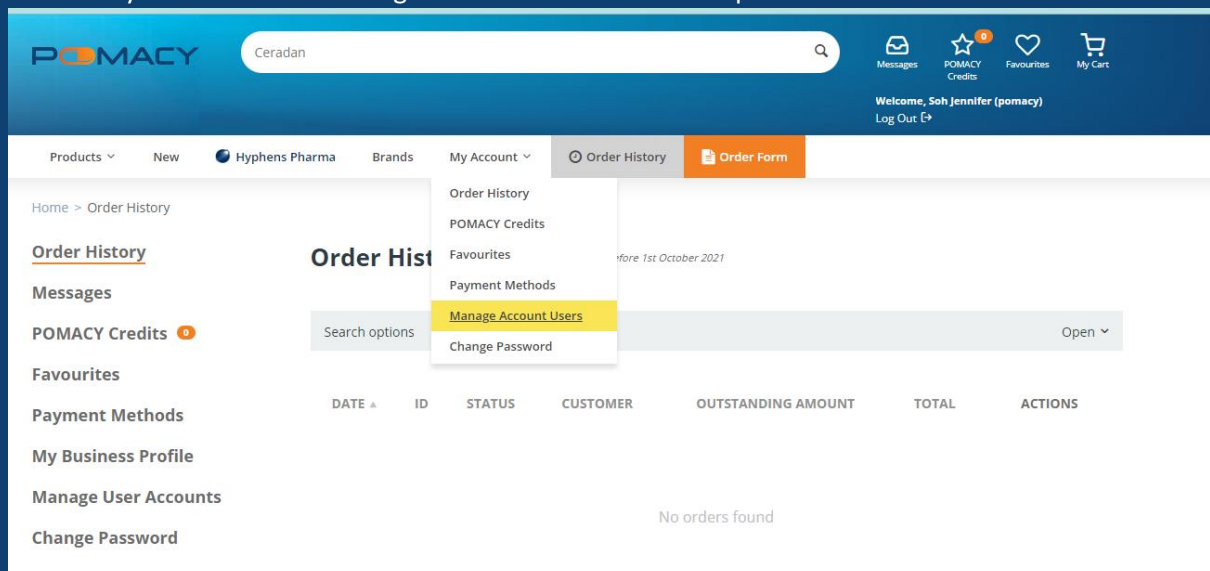


✓ Follow – Get notified when your favourite vendors add new items, replenish products which were out of stock.



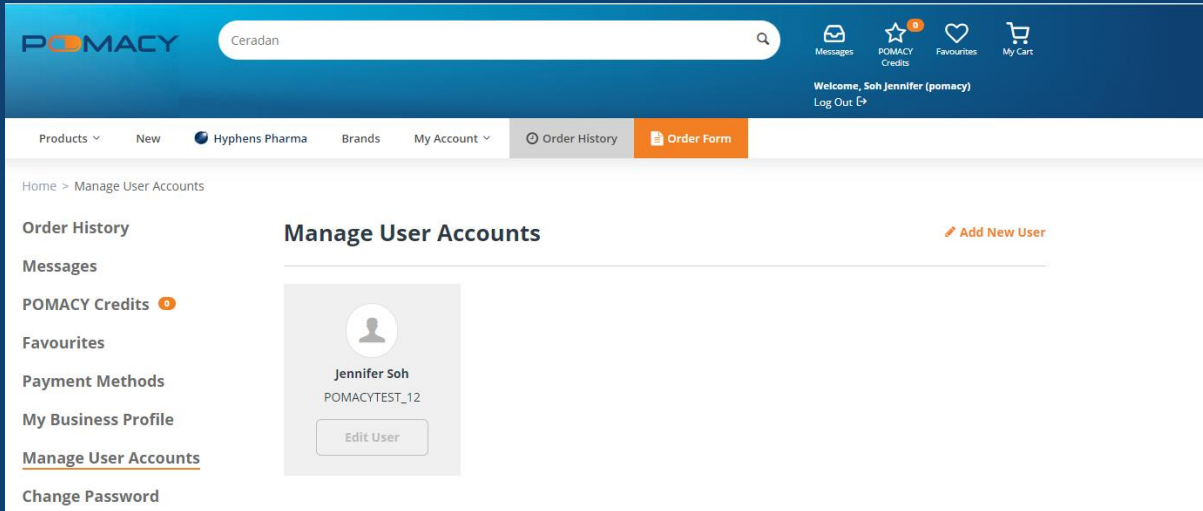
✓ Adding Additional Users / Sub-users Under Same Account & 2FA (two-factor authentication) Set-up – Now more people can log into the same account to place orders securely!

1. Select “My Account” and “Manage Account Users” in the dropdown menu.

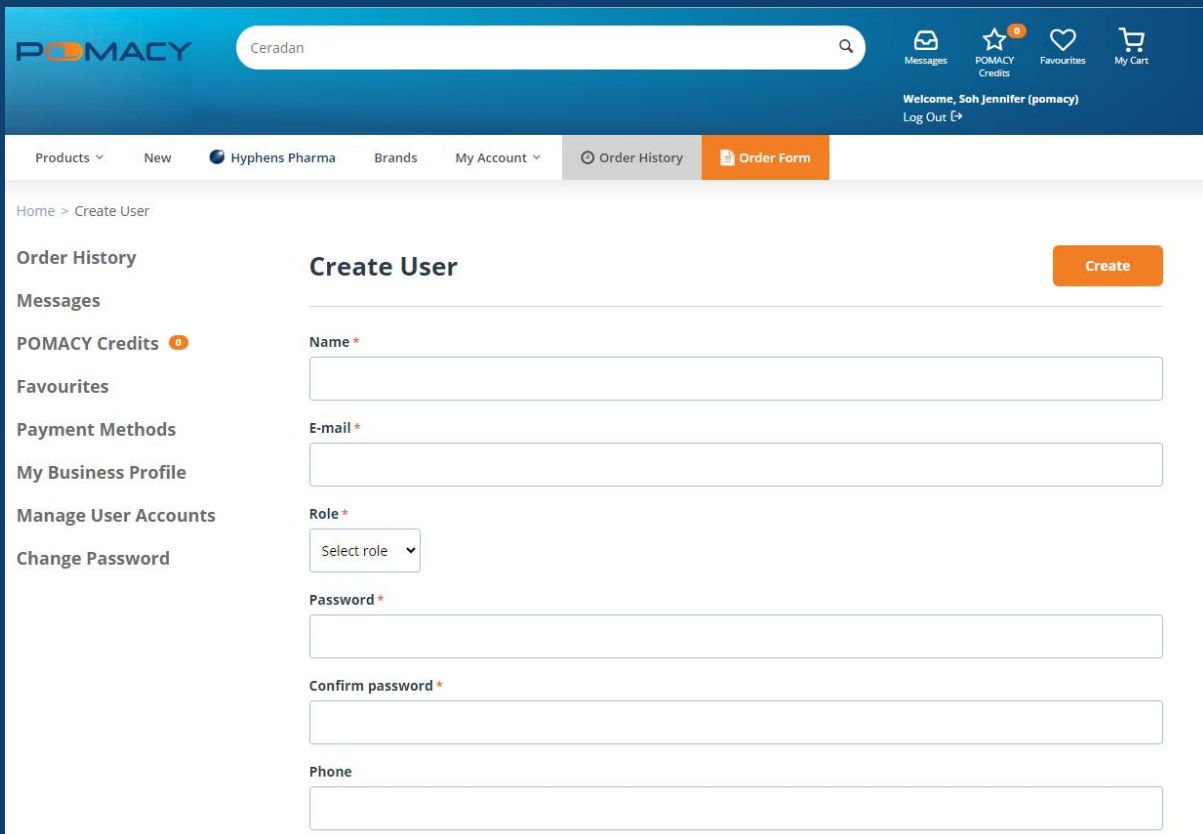




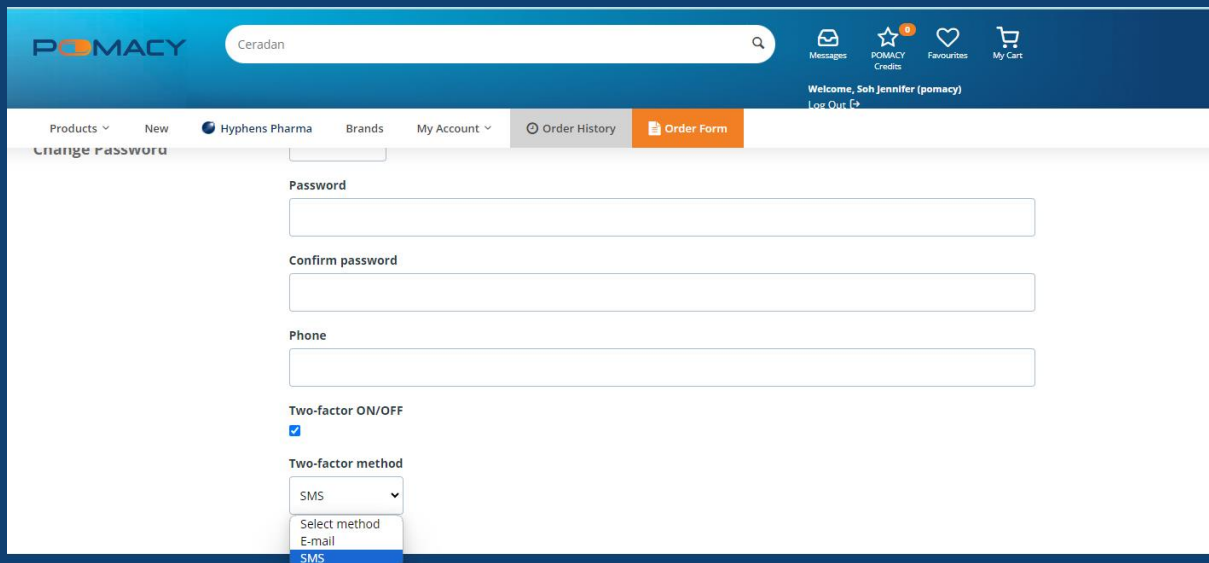
2. Click “Add New User”.



3. Complete all mandatory fields marked with asterisks and select user role. Click “Create” to create the new user account.



- For secured access to Pomacy, set-up 2FA (two-factor authentication) via SMS or E-mail OTP notification. Applicable for new and existing users.

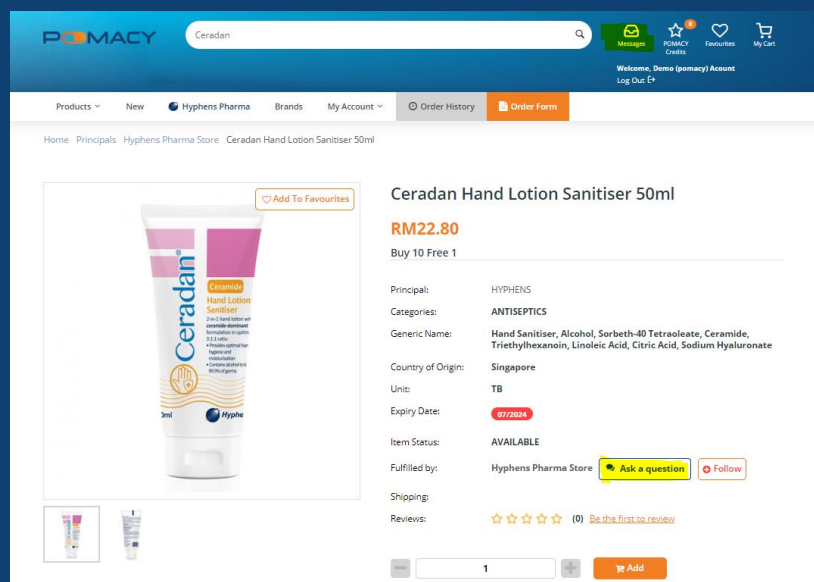


The screenshot shows the Pomacy website's account setup page. At the top, there is a search bar with 'Ceradan' entered. The navigation menu includes 'Products', 'New', 'Hyphens Pharma', 'Brands', 'My Account', 'Order History', and 'Order Form'. The main content area has a 'Change Password' section with fields for 'Password', 'Confirm password', and 'Phone'. Below these is a 'Two-factor ON/OFF' checkbox which is checked, and a 'Two-factor method' dropdown menu currently set to 'SMS'. A 'Select method' dropdown is also visible, showing 'E-mail' and 'SMS' options.

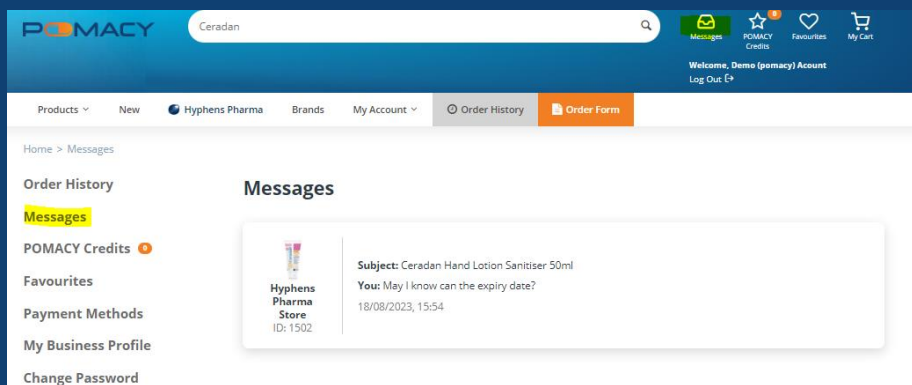
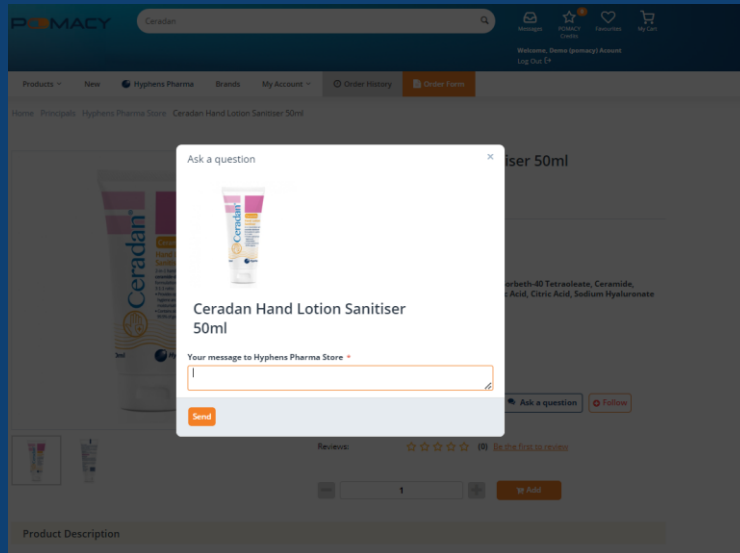
- Click "Save" and inform the sub-user of their account details (email address and password)
- Review and remove accounts that are inactive or when users have left the company.

## ✓ Simply ask a question on the product page!

- You may ask a question from the vendor and check the message history and replies from the top right "Message".



The screenshot shows the product page for 'Ceradan Hand Lotion Sanitiser 50ml'. The product image is on the left, with an 'Add To Favourites' button. The product details on the right include: Price: RM22.80, Buy 10 Free 1, Principal: HYPHENS, Categories: ANTISEPTICS, Generic Name: Hand Sanitiser, Alcohol, Sorbeth-40 Tetraoleate, Ceramide, Triethylhexanoin, Linoleic Acid, Citric Acid, Sodium Hyaluronate, Country of Origin: Singapore, Unit: TB, Expiry Date: 07/2024, Item Status: AVAILABLE, Fulfilled by: Hyphens Pharma Store, and a 'Ask a question' button. There are also 'Shipping' and 'Reviews' sections.



Stay tuned for more features along the way!

We love to hear from you on what you think.

Email us at [support@pomacy.com.my](mailto:support@pomacy.com.my) or contact your **Healthcare Digital Specialist** for more information.

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