



# INVEST ON THE GO WITH ALL-IN-ONE

COOPERATIVE GUIDE V 0.3

9<sup>th</sup> AUGUST 2024

# Table of Contents

1.0 Cooperative Registration	3
1.1 Login Your Account	3
1.2 Homepage	4
1.3 Setup Profile	6
1.4 Share Your QR Code for New Members to Register	7
1.5 Setup Your Bank Account Details	8
1.6 Setup Your Delivery Methods	9
2.0 m-MAS BSE	11
2.1 m-MAS BSE Inventory	11
2.2 m-MAS BSE Sell Request	19
3.0 Physical Gold	24
3.1 Gold Mart	24
3.2 Purchase History	35
3.3 Member's Sell Request	39
4.0 Global Settings	45
4.1 m-MAS Rate	45
4.2 Member Management	46
4.3 Staff List	48
4.4 Global Item Settings	51
4.3.1 KYC Items	51
4.3.2 Wallet	53
4.3.3 Suppliers	54
4.5 Transaction History	59
5.0 Dashboard	61

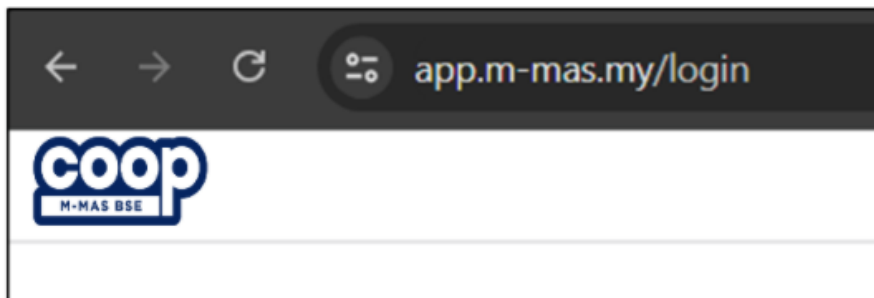
## 1.0 Cooperative Registration

The cooperative will handle registration separately from the system. They will send their information for registration purposes. After that, they will receive their credentials to access the system.

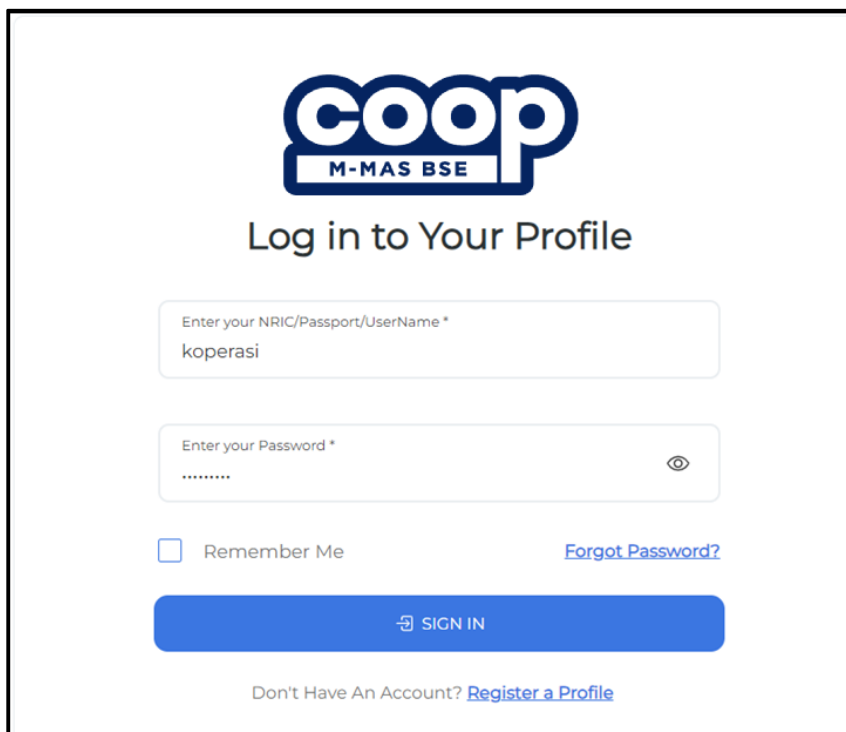
## 1.1 Login Your Account

How to login into the system:

1. Browse [app.m-mas.my/login](http://app.m-mas.my/login)

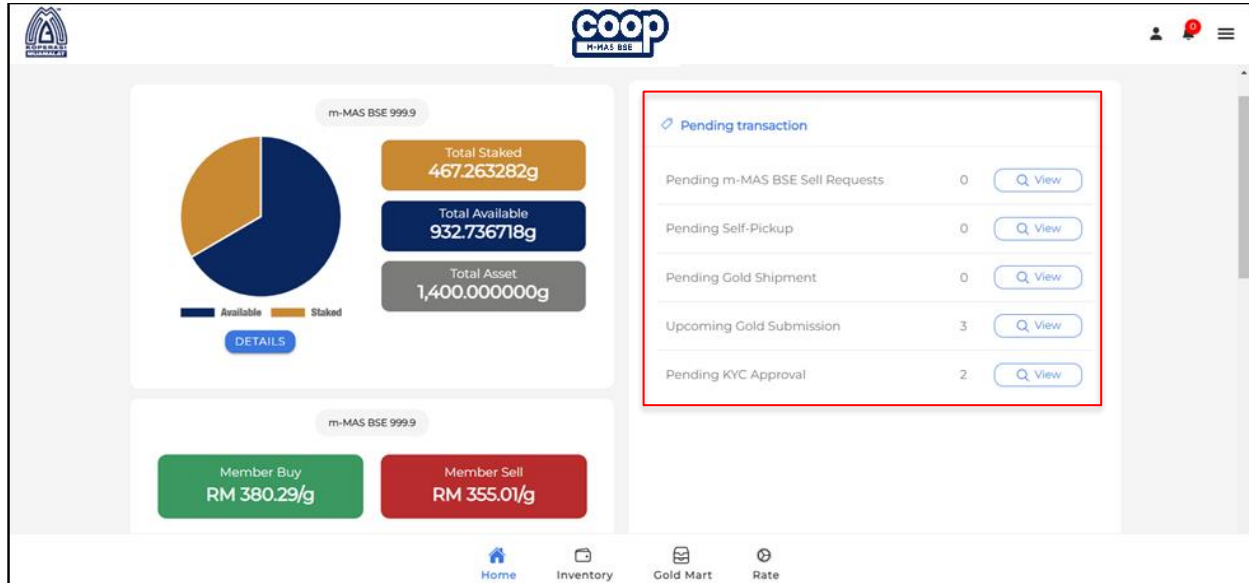


2. Enter your username or password and Click **SIGN IN** to enter the platform

A screenshot of the login page for the 'coop M-MAS BSE' application. The page has a white background with a blue logo at the top. Below the logo, the text 'Log in to Your Profile' is centered. There are two input fields: the first is labeled 'Enter your NRIC/Passport/UserName \*' and contains the text 'koperasi'; the second is labeled 'Enter your Password \*' and contains masked characters '.....'. Below the password field is a 'Remember Me' checkbox and a 'Forgot Password?' link. At the bottom, there is a large blue button labeled 'SIGN IN' and a link 'Don't Have An Account? Register a Profile'.

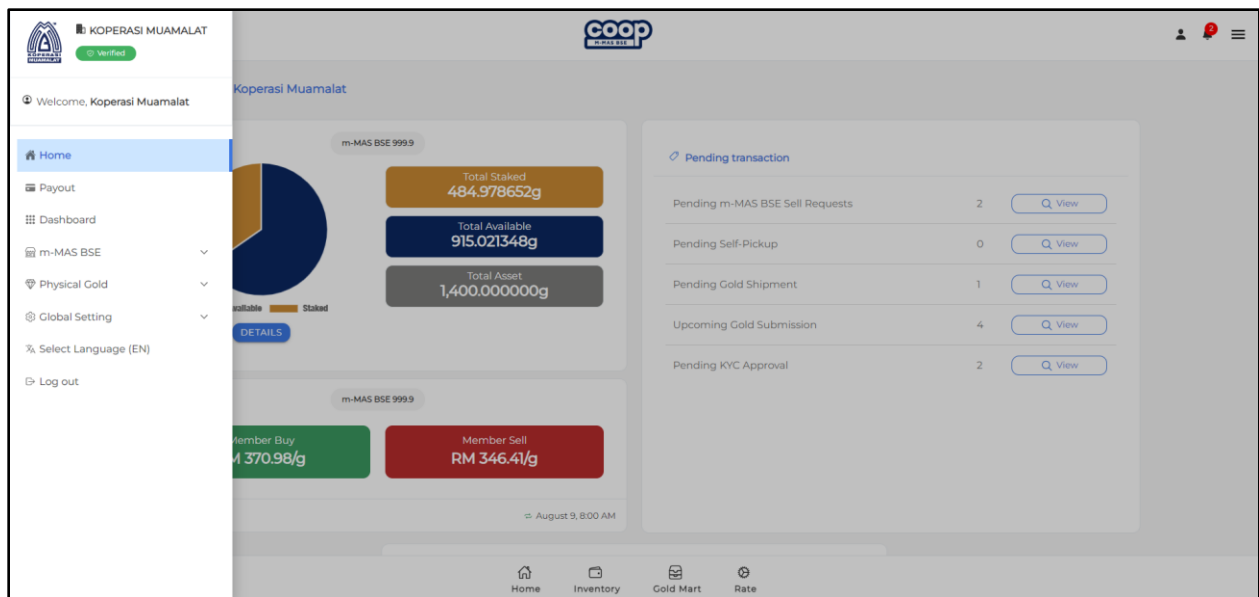
## 1.2 Homepage

This section is for the cooperative to view how many pending verifications there are for all transactions made by the members.



Information that has been displayed on the homepage for cooperative:

Name	Description
m-MAS BSE 999.9	Display a pie chart for the total of gold that have been staked in m-MAS BSE 999.9
m-MAS BSE 999.9 Price	Display a price that have been set by your cooperative for m-MAS BSE 999.9
Pending Transaction	A pending list of cooperative's approval or submission.
Gold Price	Display price for physical and m-MAS BSE that have been configure by your cooperative



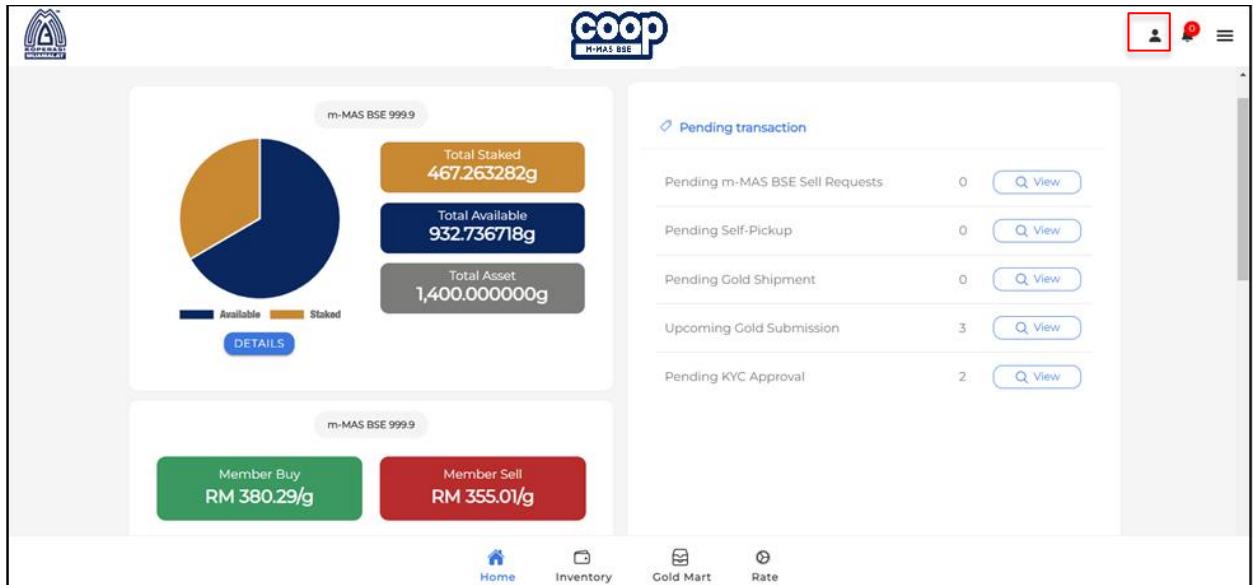
Menu navigation:

Name	Description
Home	To overview your pending transaction or inventory
Dashboard	To view all the transaction that has been happened through the platform.
m-MAS BSE	The transaction that are focusing on m-MAS BSE only
Physical Gold	The transaction that are focusing on Physical Gold only.
Global Setting	Setting that can be made for suppliers, KYC field, or member's m-MAS BSE wallet.
Select Language	To change the platform language.
Logout	To sign out your account

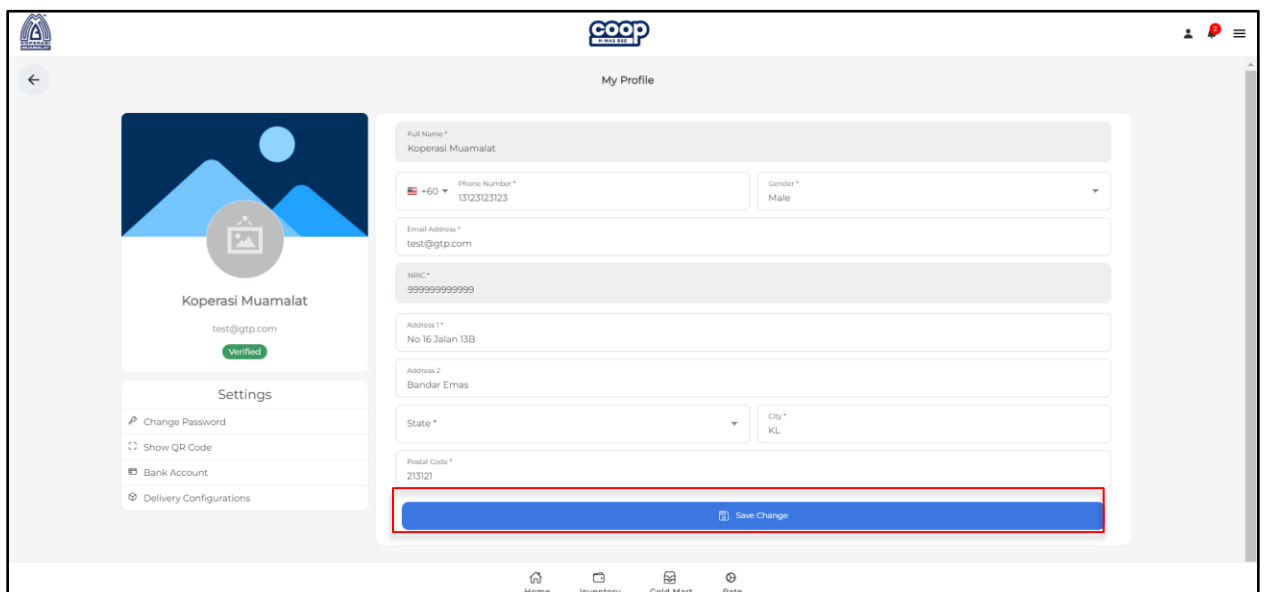
### 1.3 Setup Profile

How to setup your profile:

1. Go to **Homepage > Profile**.



2. Fill all the required field and Click **Save Change** to update your profile

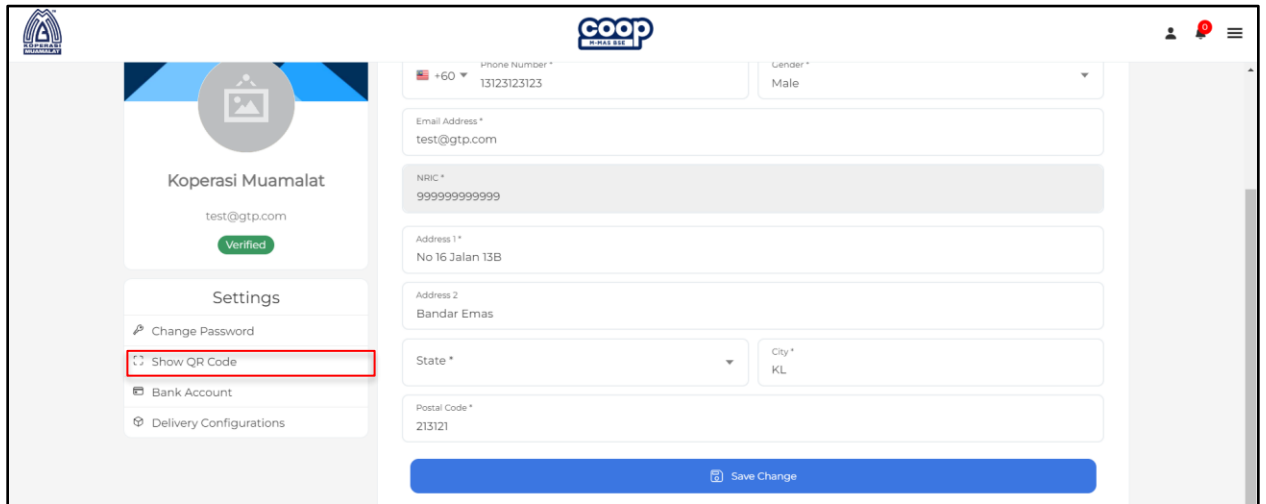


3. Your profile has been updated.

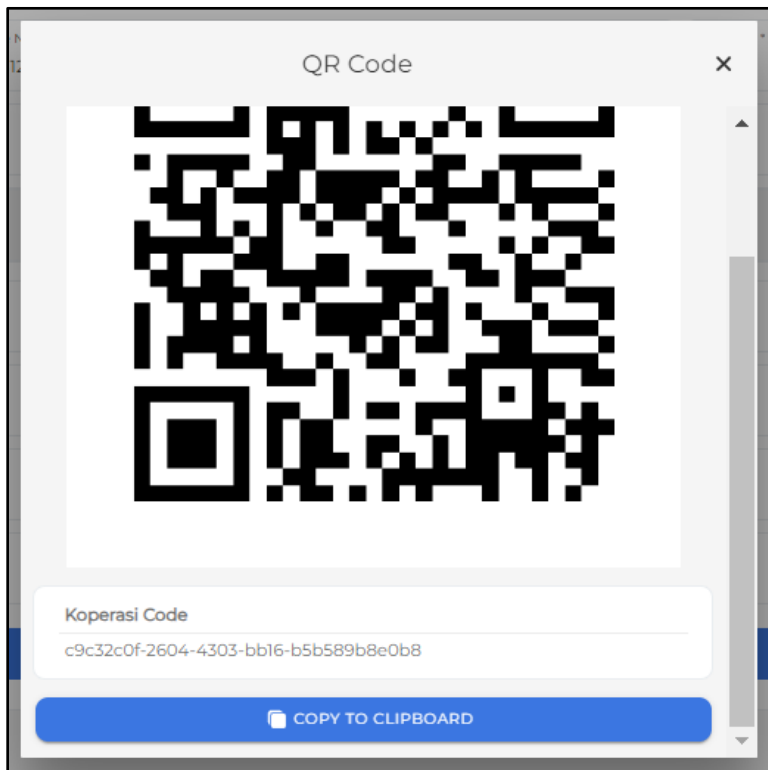
## 1.4 Share Your QR Code for New Members to Register

How to Share Your QR Code for New Members to Register:

1. Go to **Homepage > Profile > Settings > Show QR Code.**



2. You can download the QR Code or copy the code and share it with your members.



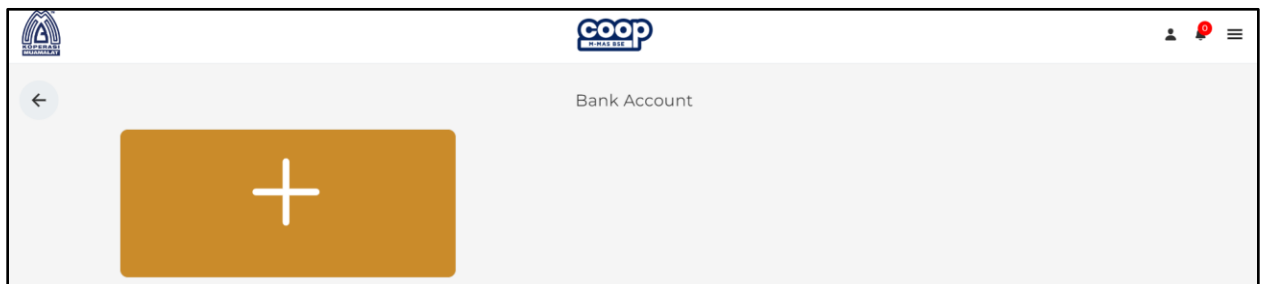
## 1.5 Setup Your Bank Account Details

How to setup your bank account details for payout purposes:

1. Go to **Homepage > Profile > Settings > Bank Account**.

The screenshot displays the 'Bank Account' settings page. On the left, a profile card for 'Koperasi Muamalat' is shown with a verified status. Below it, a 'Settings' menu lists 'Change Password', 'Show QR Code', 'Bank Account' (highlighted with a red box), and 'Delivery Configurations'. The main content area contains several input fields: 'Phone Number' (+60 13123123123), 'Gender' (Male), 'Email Address' (test@gtp.com), 'NRIC' (999999999999), 'Address 1' (No 16 Jalan 13B), 'Address 2' (Bandar Emas), 'State' (dropdown), 'City' (KL), and 'Postal Code' (213121). A blue 'Save Change' button is located at the bottom.

2. Click on “+” symbol to add your bank details





### 3. Fill all the fields and click **Save**

Bank Details

Bank Name \*

BANK SIMPANAN NASIONAL

Account Number \*

12345543234567434567

Full name in your Bank Account \*

AKMAL LUDIN

Make default bank account

Back Save

Note: Make sure you click "default" to set it as your main account. You can have multiple bank accounts, but the account set as default will be your main account for payout purposes

## 1.6 Setup Your Delivery Methods

How to setup your delivery methods for member purchasing physical gold:

1. Go to **Homepage > Profile > Settings > Delivery Configuration**.

Koperasi Muamalat

test@gtp.com

Verified

Settings

- Change Password
- Show QR Code
- Bank Account
- Delivery Configurations**

Phone Number \* +60 13123123123

Gender \* Male

Email Address \* test@gtp.com

NRIC \* 99999999999

Address 1 \* No 16 Jalan 13B

Address 2 Bandar Emas

State \* City \* KL

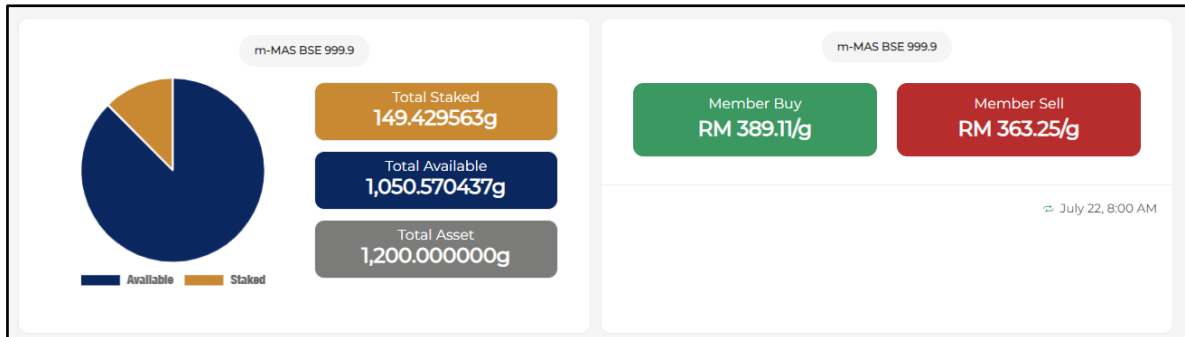
Postal Code \* 213121

Save Change

2. Tick the type of delivery that you want to enable for members when they are purchasing your listed physical gold in gold mar. Click **Submit** to save your delivery configurations.

No	Item	Description
1	Koperasi's Own Delivery	You will ship the members' products to their locations and can charge them per kilogram of the items.
2	Self-Pickup	This method will allow the member to pick up their items at your location.
3	Remarks	You can add special instructions or any remarks to display for members if they choose this option.

## 2.0 m-MAS BSE

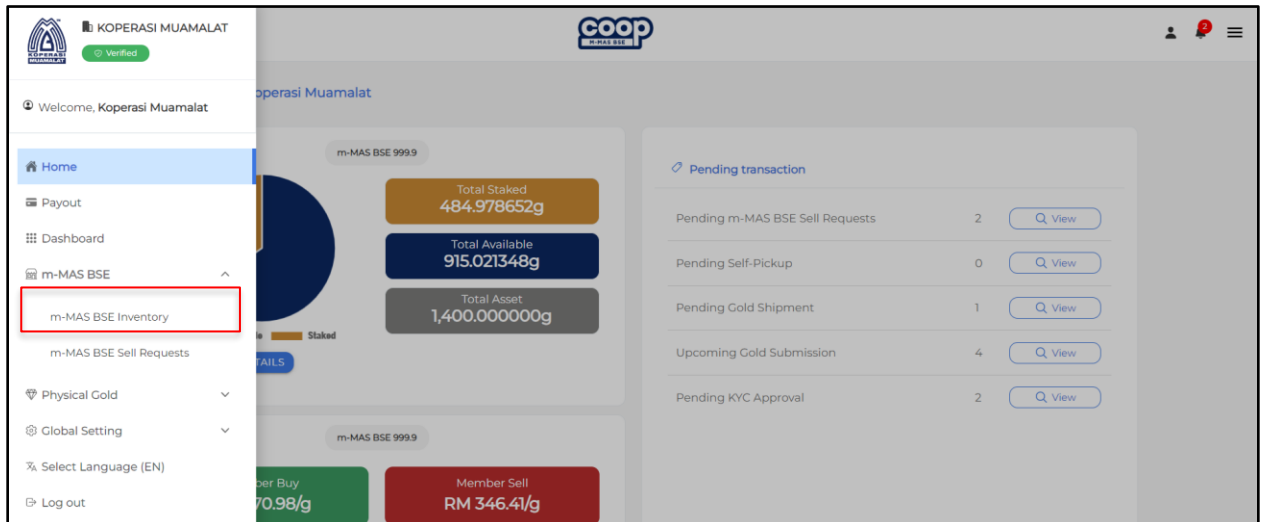


Title	Description
Total Staked	Amount that has been staked by members
Total Available	Amount that is available to be staked by members
Total Asset	Total gold listed for m-MAS BSE 999.9

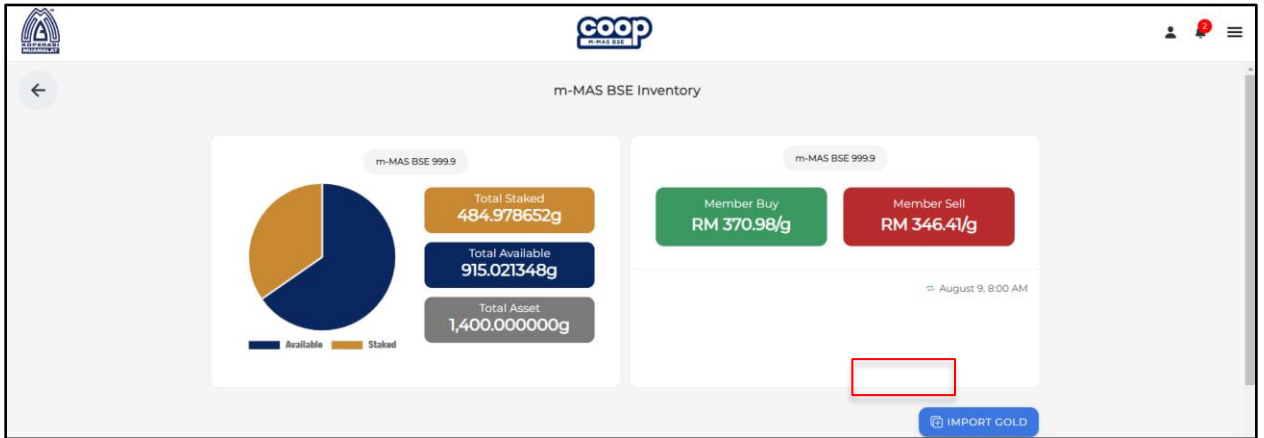
## 2.1 m-MAS BSE Inventory

To import your gold:

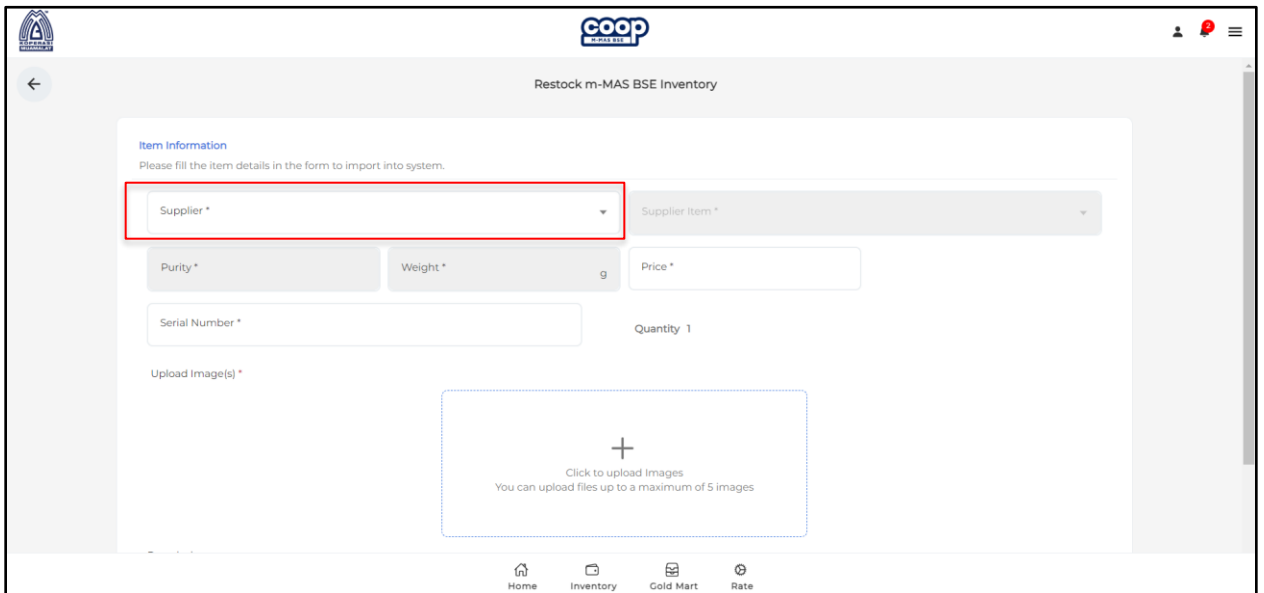
1. Go to menu navigation > m-MAS BSE > m-MAS BSE Inventory.



2. Click 'Import Gold'

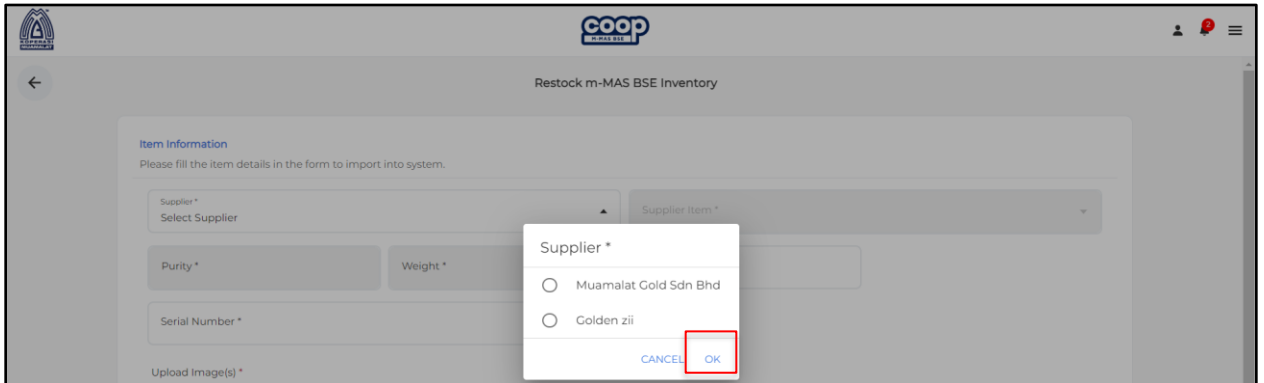


3. Click 'Supplier'

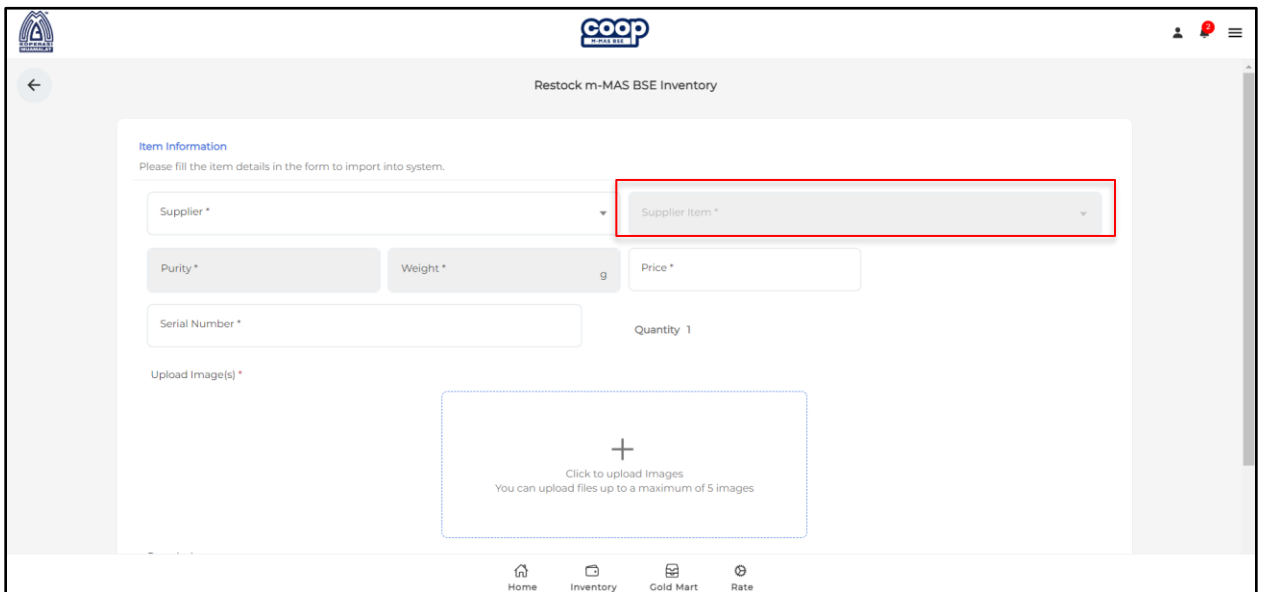


Note: Refer 4.3.3 to view how to register your supplier

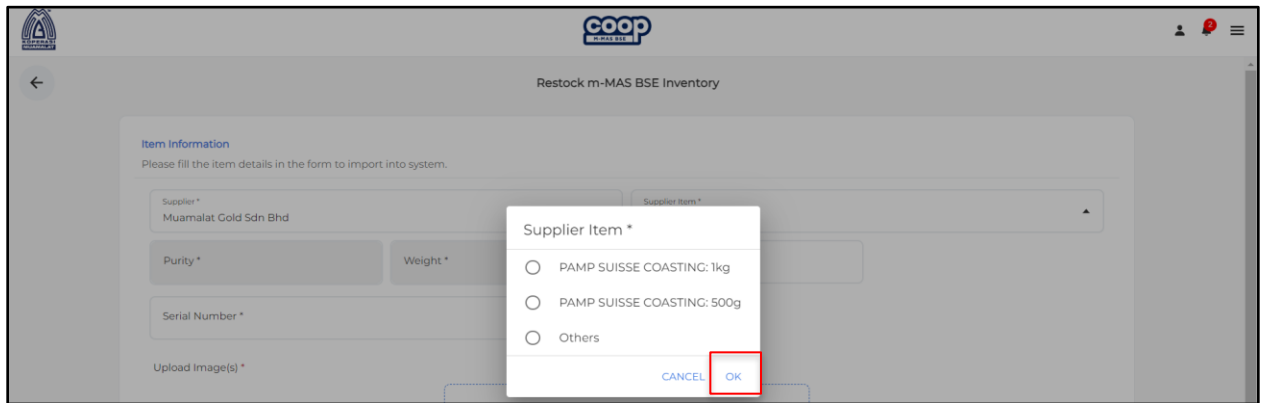
4. Choose preferred supplier and click 'OK'



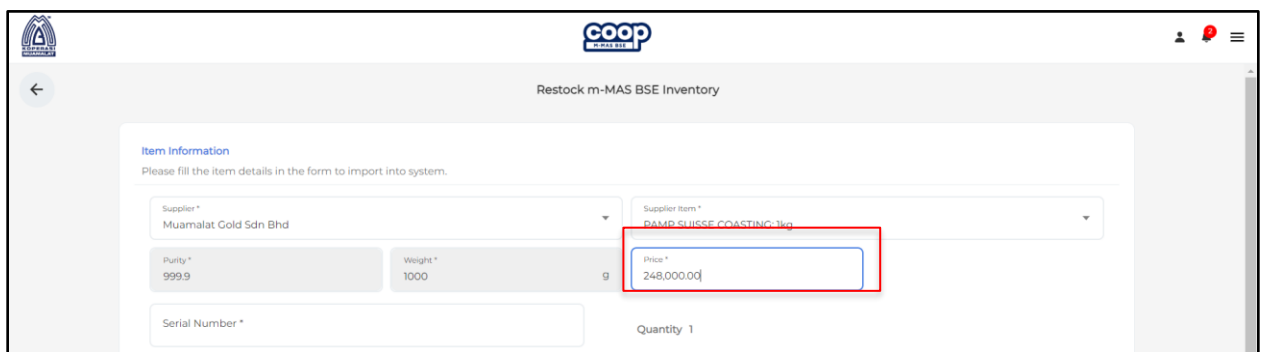
5. Click 'Supplier Item'.



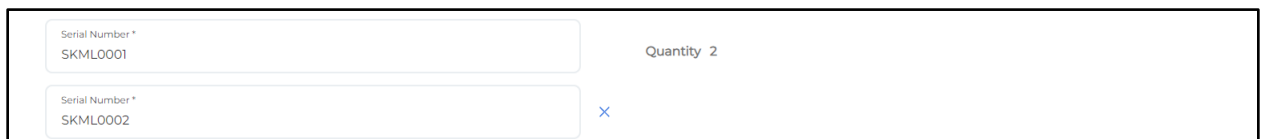
6. Choose your preferred supplier's item and click 'OK'.



7. Item price will be displayed but you can edit it based on your preferred.



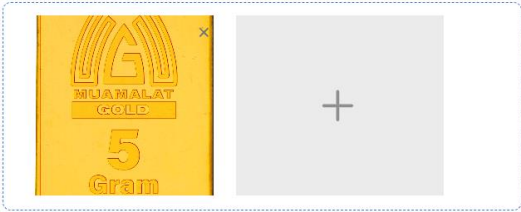
8. Enter item's serial number.



**Note: you can enter multiple serial numbers by pressing the Enter button on your keyboard. The quantity will increase simultaneously.**

9. Upload item's images.

Upload Image(s) \*



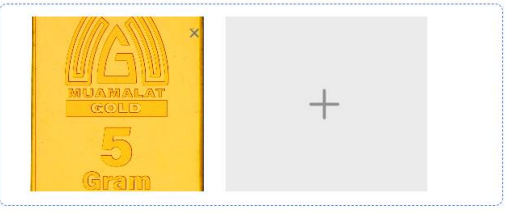
The image shows a user interface for uploading images. At the top left, it says "Upload Image(s) \*". Below this, there is a dashed rectangular box containing two items: on the left, a 5 Gram gold coin with the text "MUJAMALAT GOLD" and "5 Gram" visible; on the right, a grey square with a white plus sign, indicating an option to add more images.

10. Fill item's description if have any.

Description

11. Click **Reset** to erase all the filled field

Upload Image(s) \*

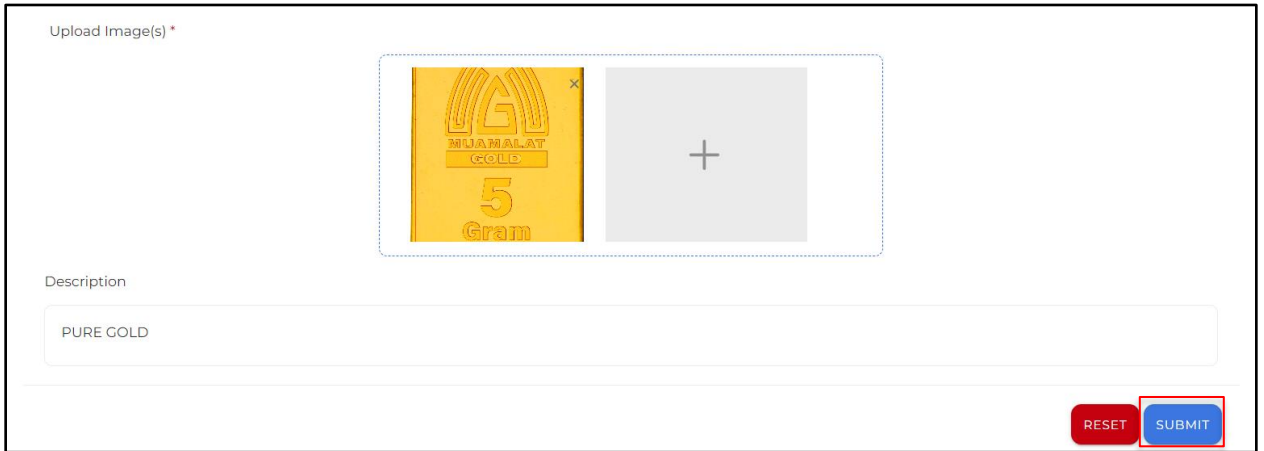


Description

RESET SUBMIT

The image shows the same user interface as in step 9, but now with a description field below the image upload area. The description field contains the text "PURE GOLD". At the bottom right of the form, there are two buttons: a red "RESET" button and a blue "SUBMIT" button. The "RESET" button is highlighted with a red square, indicating it should be clicked to clear the form.

12. Click **Submit** to display your item in m-MAS BSE Inventory.



Upload Image(s) \*

Serial Number \*  
MKS00001

Quantity 2

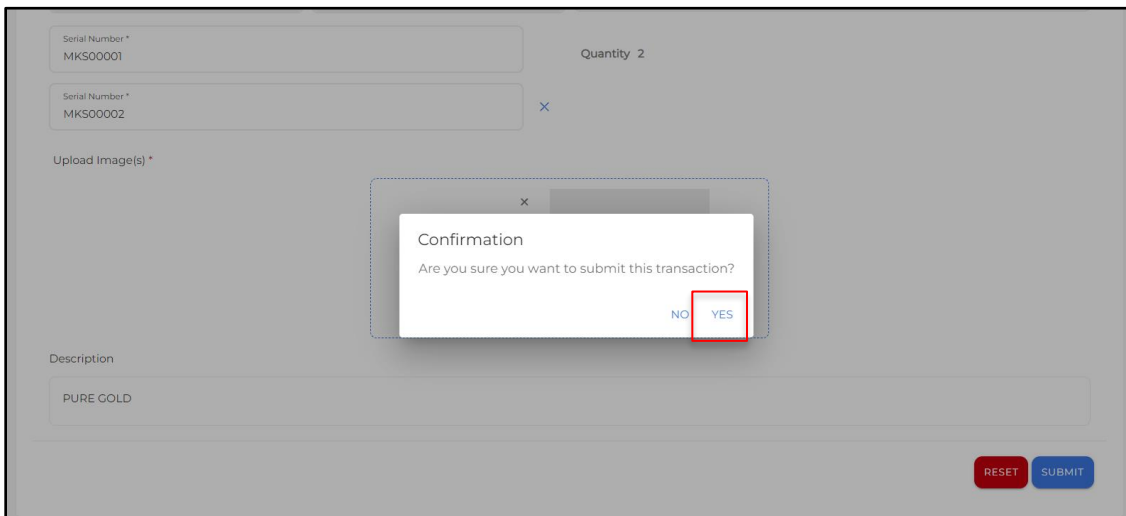
Serial Number \*  
MKS00002

Upload Image(s) \*

Description  
PURE GOLD

RESET SUBMIT

13. Click **Yes** on the confirmation message.



Serial Number \*  
MKS00001

Quantity 2

Serial Number \*  
MKS00002

Upload Image(s) \*

Confirmation  
Are you sure you want to submit this transaction?  
NO YES

Description  
PURE GOLD

RESET SUBMIT



14. Your item has been listed in the m-MAS BSE Inventory.

Physical Gold Serial No.	Staking Percentage	Gram	Actions
123456789 (100g)	<div style="width: 99.73%;"></div> 99.73%	99.725078 / 100.000000	<a href="#">DETAILS</a>
111111 (100g)	<div style="width: 43.70%;"></div> 43.70%	43.704485 / 100.000000	<a href="#">DETAILS</a>
GT-23809570 (1,000g)	<div style="width: 0.60%;"></div> 0.60%	6.000000 / 1,000.000000	<a href="#">DETAILS</a>
MKS00001 (100g)	<div style="width: 0.00%;"></div> 0.00%	0.000000 / 100.000000	<a href="#">DETAILS</a>
MKS00002 (100g)	<div style="width: 0.00%;"></div> 0.00%	0.000000 / 100.000000	<a href="#">DETAILS</a>

15. Click “Details” to view the staking details.

Physical Gold Serial No.	Staking Percentage	Gram	Actions
123456789 (100g)	<div style="width: 99.73%;"></div> 99.73%	99.725078 / 100.000000	<a href="#">DETAILS</a>
111111 (100g)	<div style="width: 43.70%;"></div> 43.70%	43.704485 / 100.000000	<a href="#">DETAILS</a>
GT-23809570 (1,000g)	<div style="width: 0.60%;"></div> 0.60%	6.000000 / 1,000.000000	<a href="#">DETAILS</a>
MKS00001 (100g)	<div style="width: 0.00%;"></div> 0.00%	0.000000 / 100.000000	<a href="#">DETAILS</a>
MKS00002 (100g)	<div style="width: 0.00%;"></div> 0.00%	0.000000 / 100.000000	<a href="#">DETAILS</a>

16. You can see the “Gold Information” and “Staking Balance”.

Staking details

**Gold Information**  
The physical gold details.

---

Serial Number: **123456789**

Gold Weight: **100.000000g**

**Staking Balance**  
To view the current status of this staked gold

---

99.73%

99.725078g / 100.000000g

17. At the bottom you can see the staking holder in the holder tab

HOLDER		HISTORY			
<p>Staking Holder</p> <p>To display all staked related to this gold product</p>					
Date	Transaction Number	Name (NRIC)	Gram	Stake Value	
20/07/2024	USA0002099, BDRCPA0001980, BDRCPA0001982, BDRCPA0001966, USA0002001	Arif Zaki Hairullah (891218146287)	9.328329g / 100.000000g	RM 3,388.52	
16/07/2024	UTRCPTA0002053, UTRCPTA0002076, USA0002049	Al Fu'At (991019010258)	4.725078g / 100.000000g	RM 1,716.38	
12/07/2024	UTA0002075, USA0001964, BDRCPA0002010, BDRCPA0001970, UTA0002052	wan (123456789)	6.727108g / 100.000000g	RM 2,443.62	
08/07/2024	USA0001996, UTRCPTA0001998	Naim Ismet (031019010258)	78.667808g / 100.000000g	RM 28,576.08	
02/07/2024	BDRCPA0001946, USA0001953	Mohd Marzuki Yasoa (730515035793)	0.276755g / 100.000000g	RM 100.53	

18. You can see the staking history in the history tab.

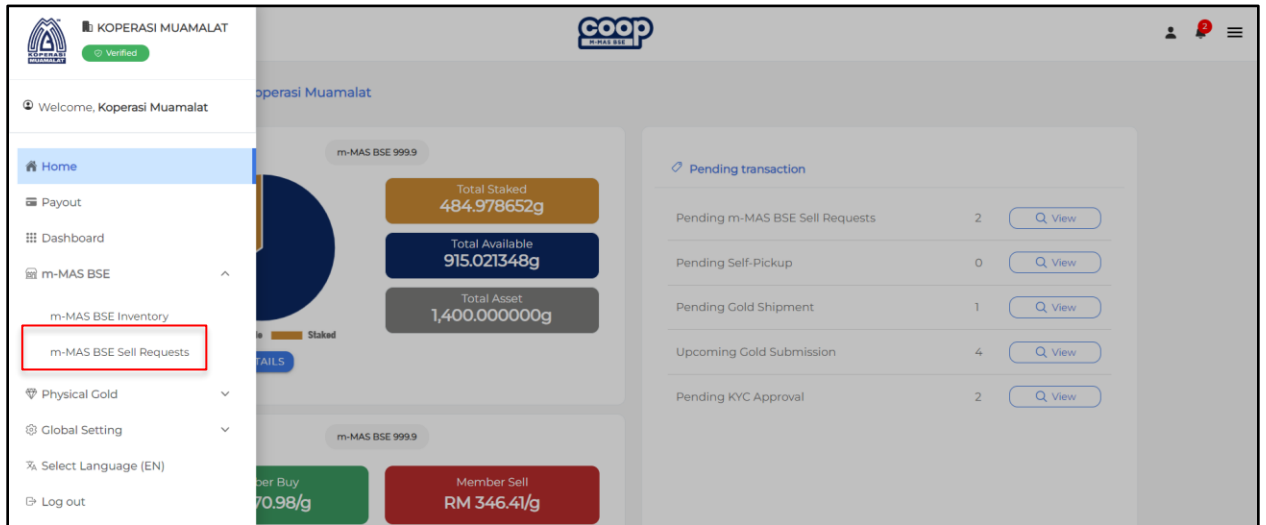
HOLDER		HISTORY				
<p>Staking History</p> <p>To display all staked histories related to this gold product</p>						
Date	Transaction Number	Name (NRIC)	Gram	Unit Price	Transaction Price	
17/07/2024	USRCPTA0002103	Arif Kamaruddin (891218146289)	-0.274922g / 100.000000g	RM 370.93	RM 300.00	
17/07/2024	BDRCPA0002101	Arif Kamaruddin (891218146289)	0.274922g / 100.000000g	RM 378.05	RM 7,561.00	
16/07/2024	UTRCPTA0002076	wan (123456789) ↓ Al Fu'At (991019010258)	1.000000g / 100.000000g			
16/07/2024	USRCPTA0002072	Arif Bin Kamaruddin (891218146283)	-0.274922g / 100.000000g	RM 363.74	RM 363.74	
16/07/2024	BDRCPA0002060	Arif Bin Kamaruddin (891218146283)	0.274922g / 100.000000g	RM 389.64	RM 389.64	
16/07/2024	USRCPTA0002057	Al Fu'At (991019010258)	-0.274922g / 100.000000g	RM 363.74	RM 100.00	

Note: red indicator means the member have sold their m-MAS BSE, green indicator means the member have bought the m-MAS BSE, and the orange indicator means the member have transferred their m-MAS BSE to among themselves.

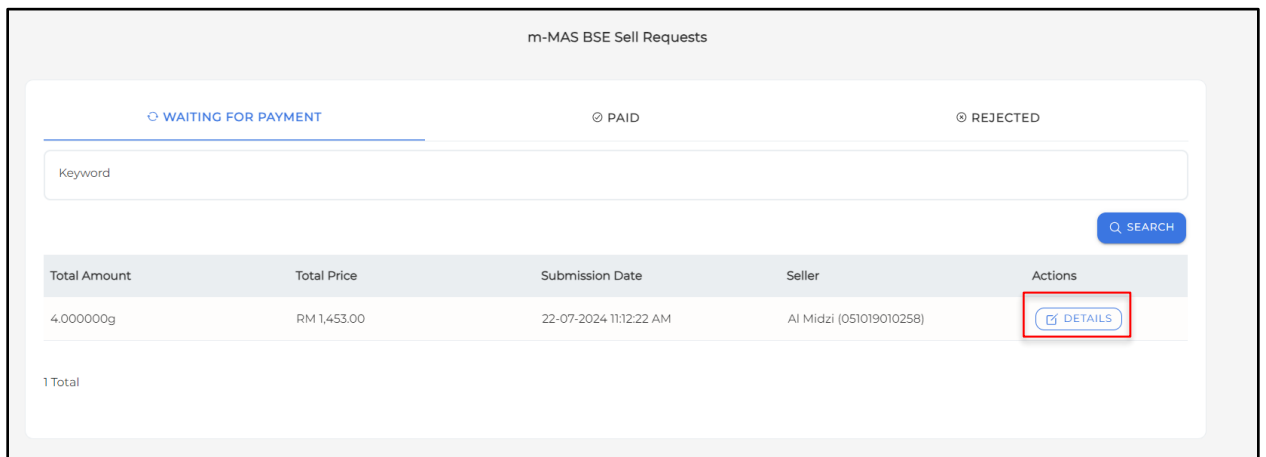
## 2.2 m-MAS BSE Sell Request

Member request to sell their m-MAS BSE:

1. Go to menu navigation > m-MAS BSE > m-MAS BSE Sell Request.

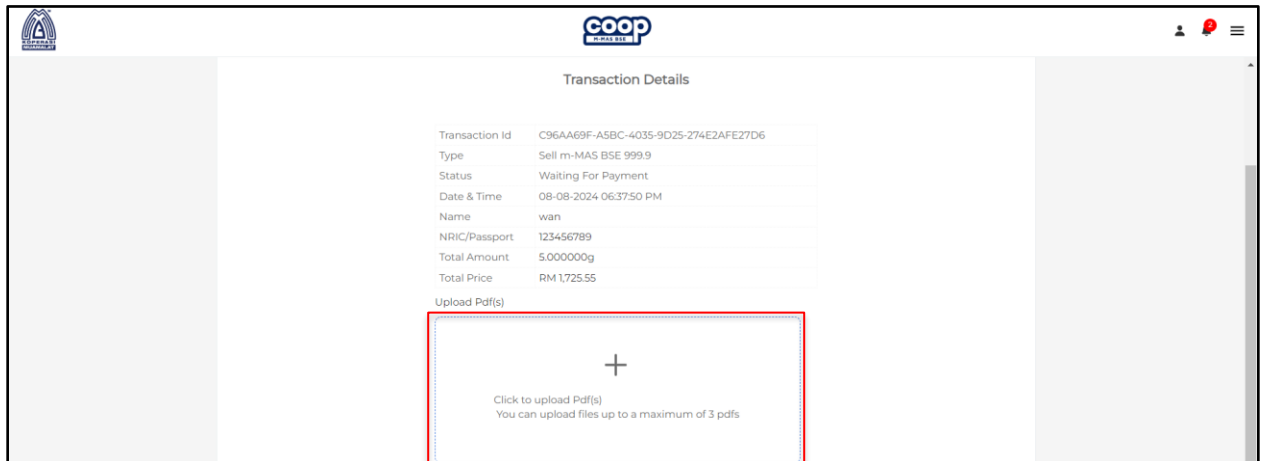


2. Go to **Waiting for Payment** tab and Click **Details** to view the transaction details

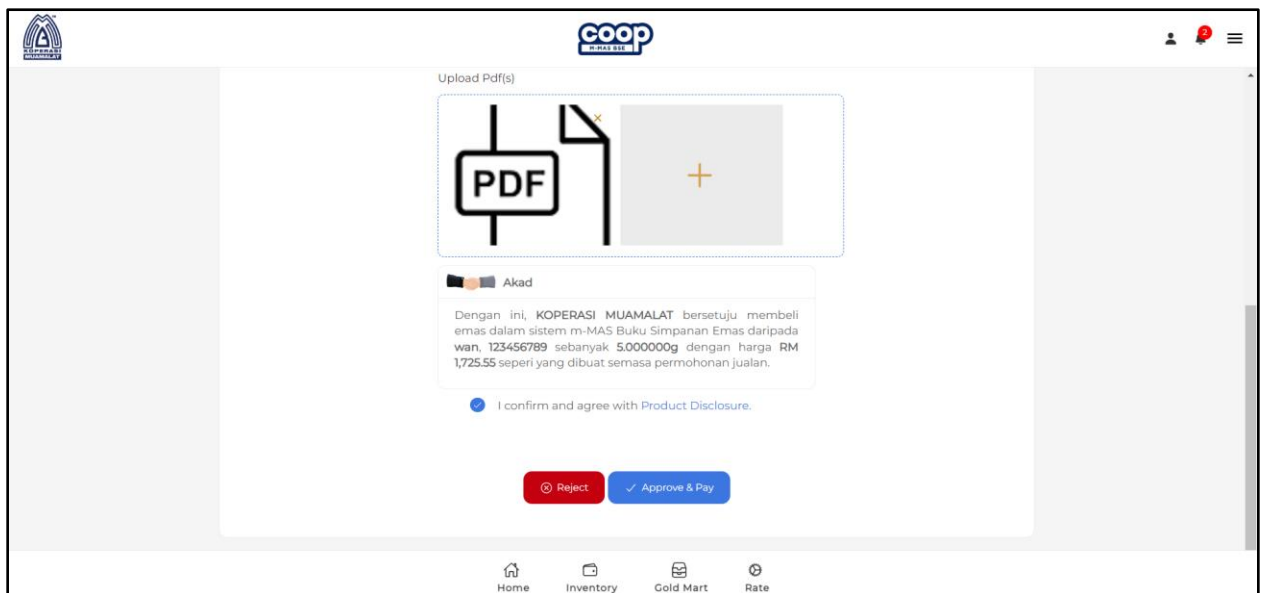


3. Upload the proof of payment.

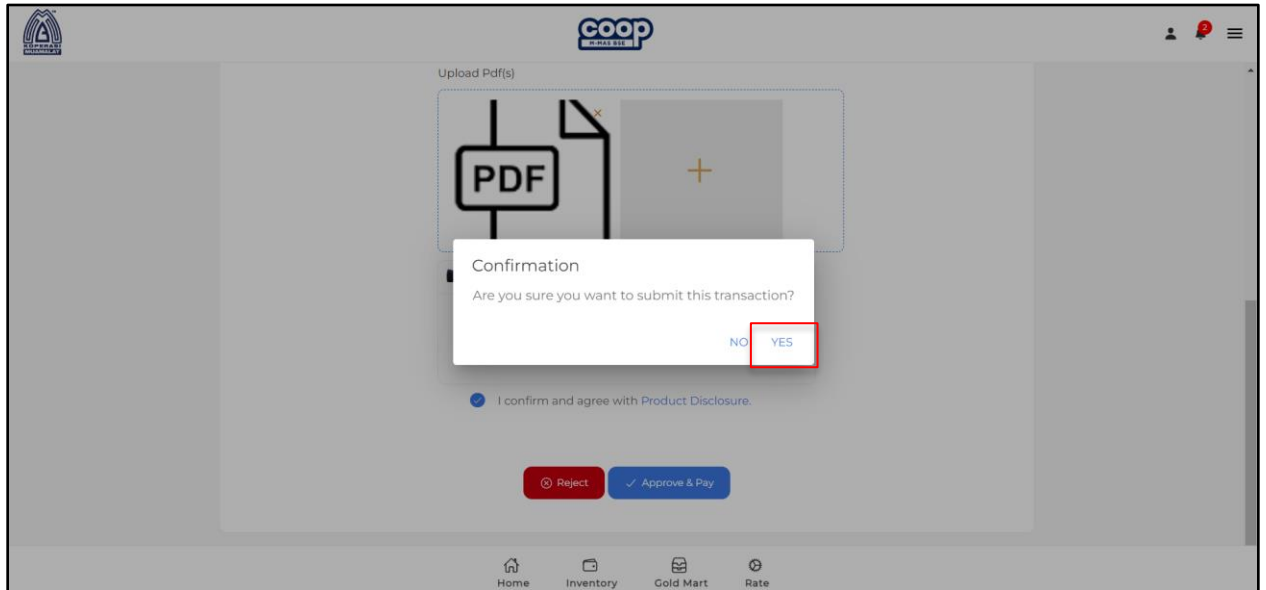
Note: This upload function is to show the user that the payment has been made. Please make the payment first before approving any transaction and upload the receipt here.



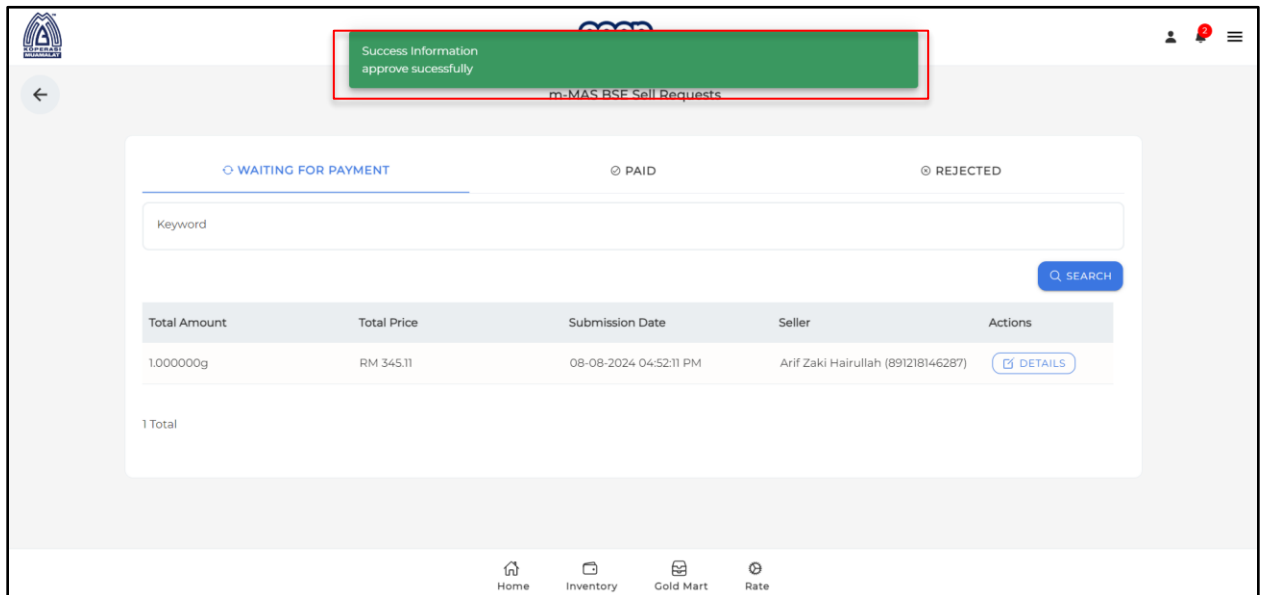
4. Click on 'Approve and Pay'



5. Click **Yes** in confirmation message.

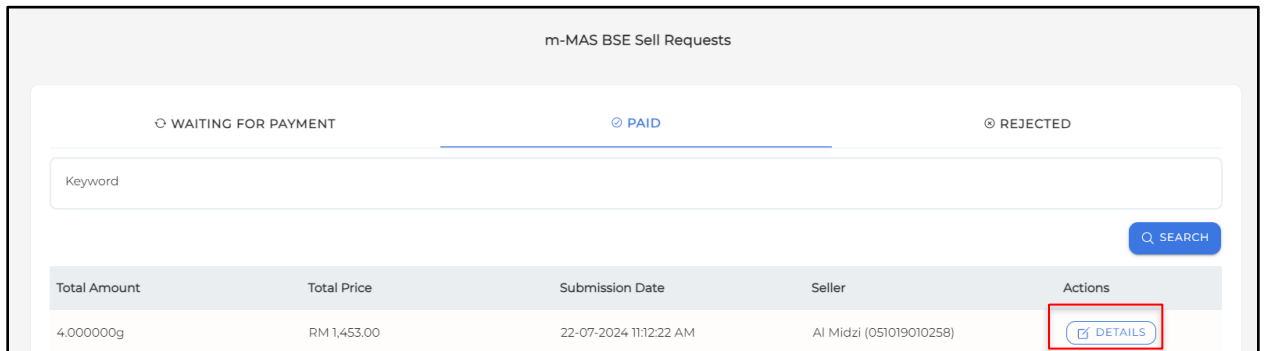


6. You have successfully approved the member's sell request.

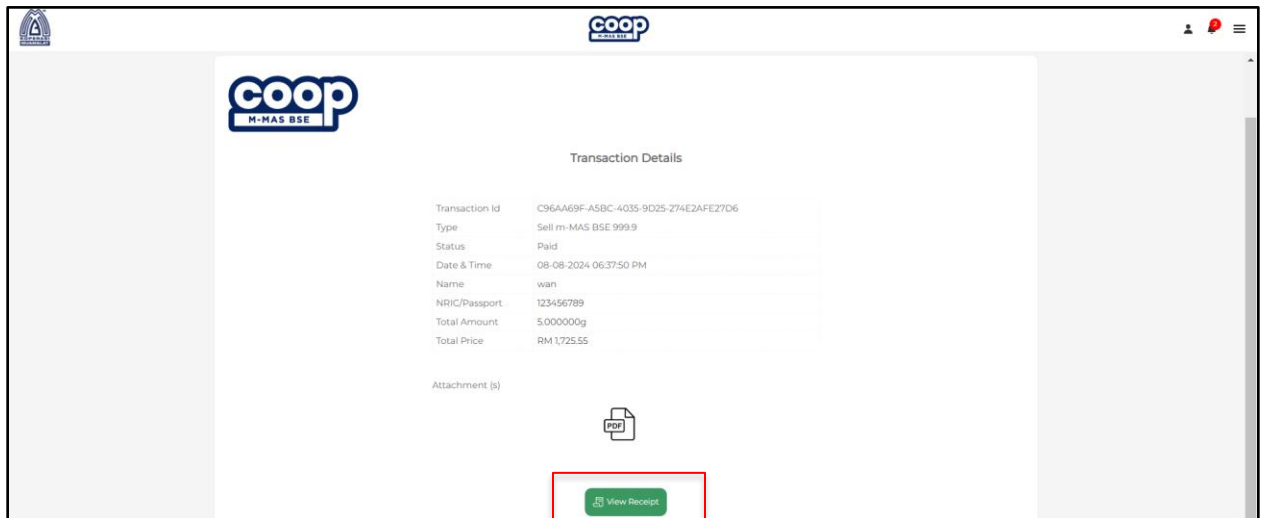


7. The percentage of the staked gold will be updated based on quantity of grammage or amount of gold that has been sold by members.

8. If you have paid the member, the request will be moved to **Paid Tab** and Click **Details** to view the request details



9. Click **View Receipt** to view the payment receipt.



10. You can download the receipt for future use.

Your transaction is successful.

**coop** M-MAS BSE **KOPERASI MUAMALAT**

**PAYMENT RECEIPT  
RESIT PEMBAYARAN**

Receipt No. No. Resit	USA0003221
Date & Time Tarikh & Masa	08-08-2024 06:37:50 PM
Name Nama	wan
NRIC/Passport No.	123456789
Transaction Type Jenis Transaksi	Sell m-MAS BSE 999.9
Serial Number Nombor Siri	123456789

Product Information Item/Produk	Weight Berat (g)	Price Nilai (RM)
Gold Bar - Gold SN: 123456789 - Trans No: USA0003221 - Price: @ 369.58	5.000000	RM 1,725.55

**Total Payment  
Jumlah Bayaran** **RM 1,725.55**

*-This receipt is a computer printout and does not require a signature-  
-Resit ini adalah cetakan komputer dan tidak memerlukan tandatangan-*

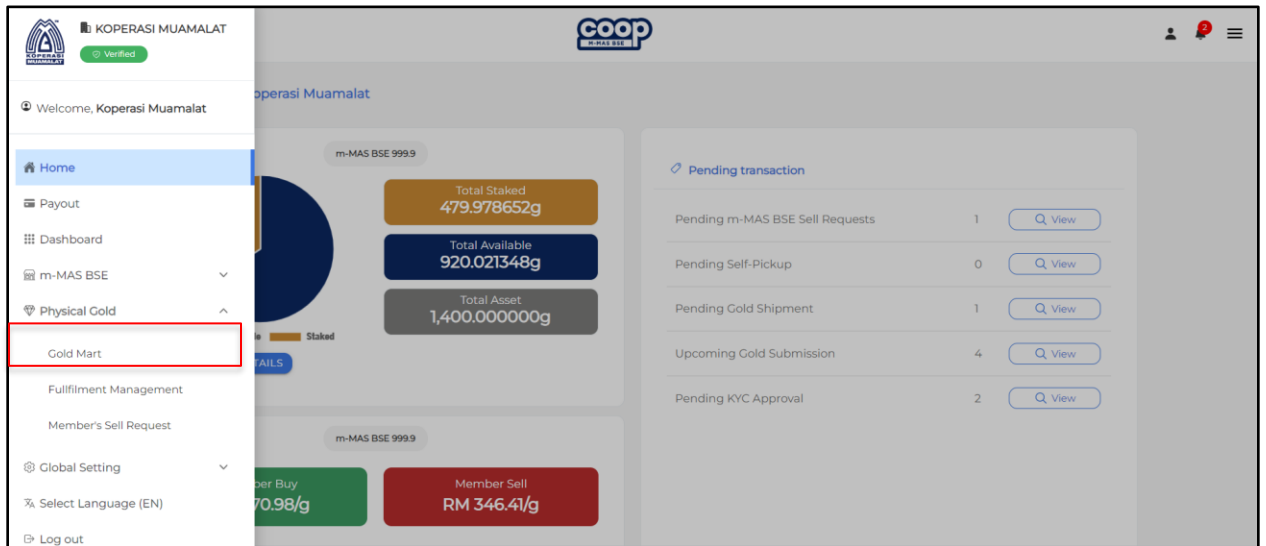
[Download Receipt](#) **Ok**

## 3.0 Physical Gold

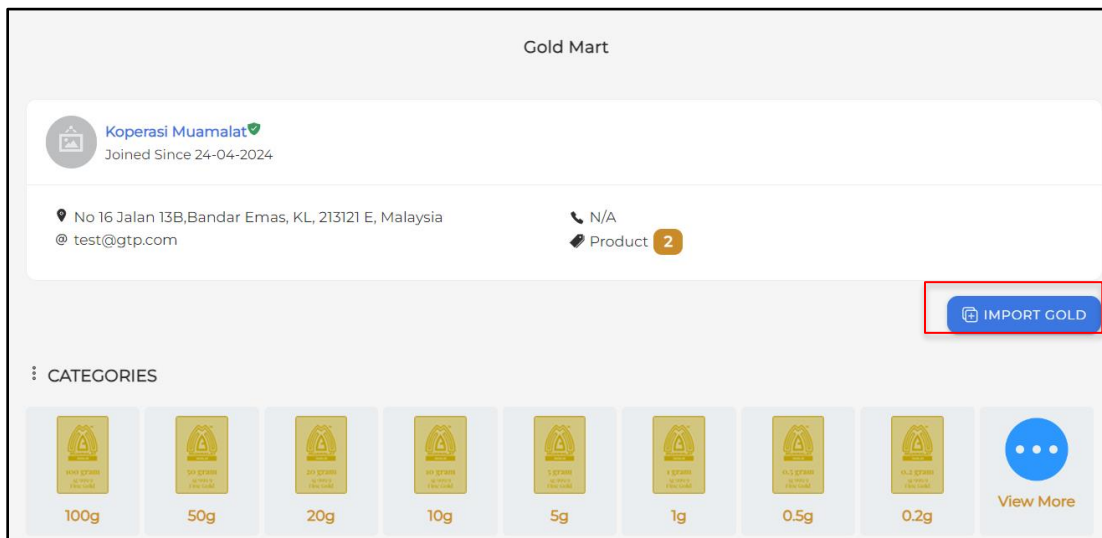
### 3.1 Gold Mart

To import your gold:

1. Go to menu navigation > Physical Gold > Gold Mart.

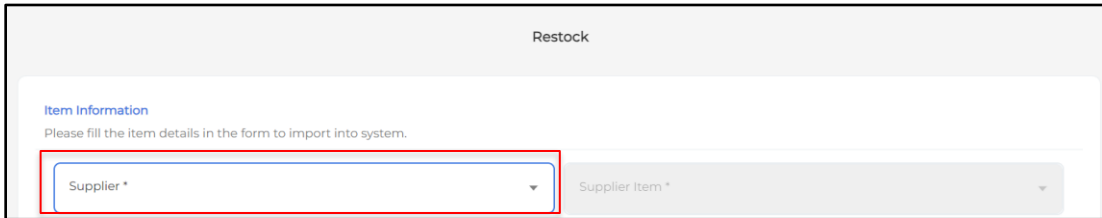


2. Click Import Gold





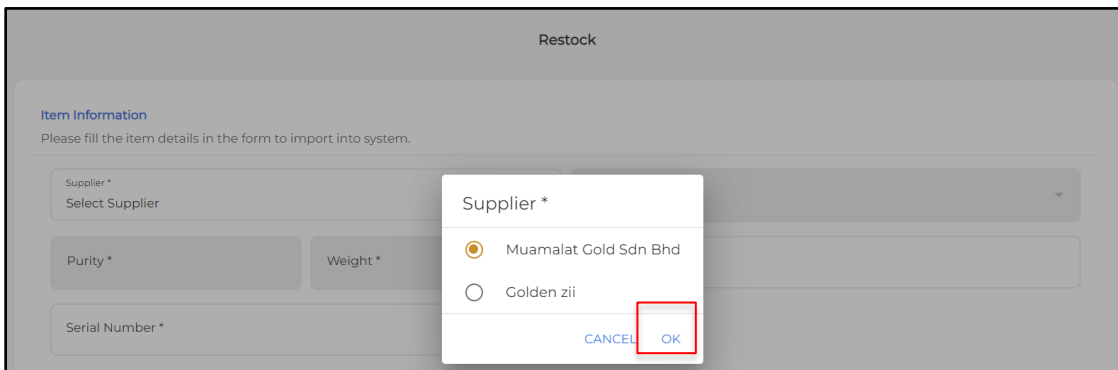
### 3. Click **Supplier**



The screenshot shows the 'Restock' form with the 'Item Information' section. The 'Supplier \*' dropdown menu is highlighted with a red border. The 'Supplier Item \*' dropdown menu is also visible to the right.

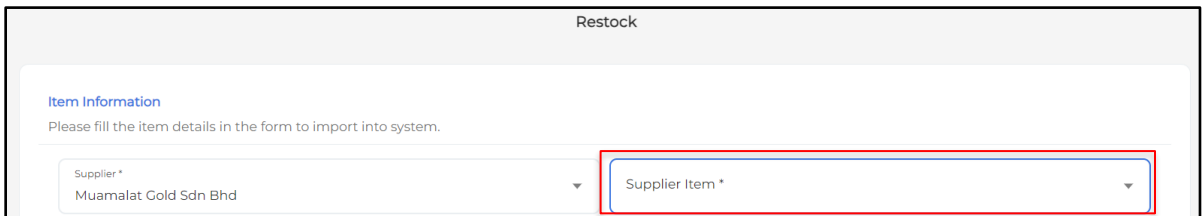
**Note:** Refer 4.3.3 to view how to register your supplier

### 4. Choose preferred supplier and click **OK**



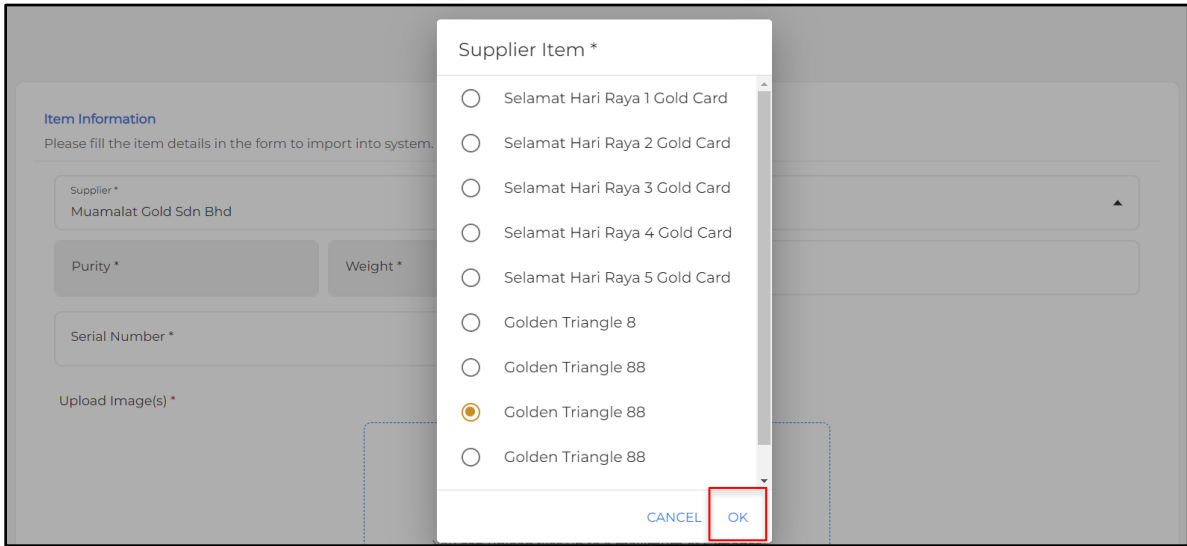
The screenshot shows the 'Restock' form with a modal dialog open for selecting a supplier. The modal lists 'Muamalat Gold Sdn Bhd' (selected) and 'Golden zii'. The 'OK' button is highlighted with a red box.

### 5. Click **Supplier Item**.

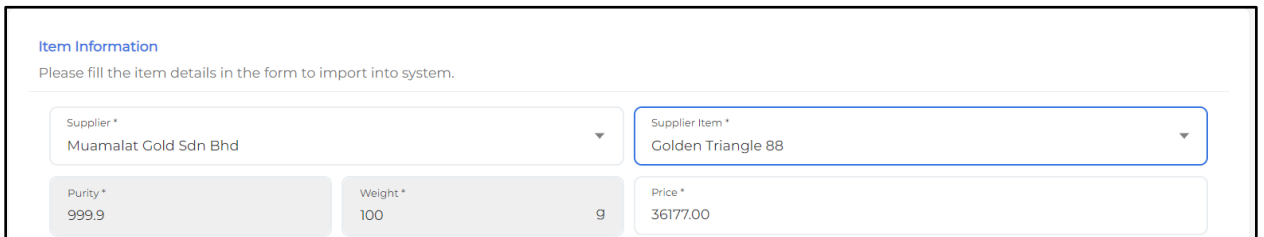


The screenshot shows the 'Restock' form with the 'Supplier \*' dropdown menu set to 'Muamalat Gold Sdn Bhd'. The 'Supplier Item \*' dropdown menu is highlighted with a red border.

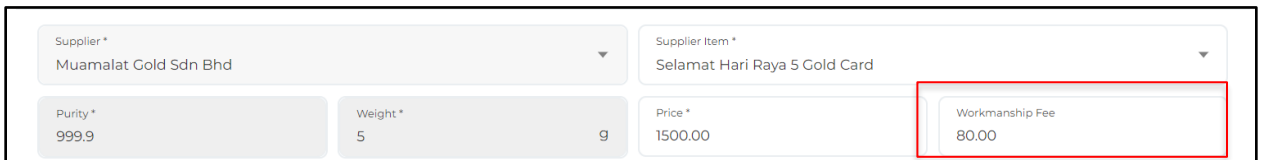
6. Choose your preferred supplier's item and click **OK**.



7. Item price will be displayed but you can edit it based on your preferred.

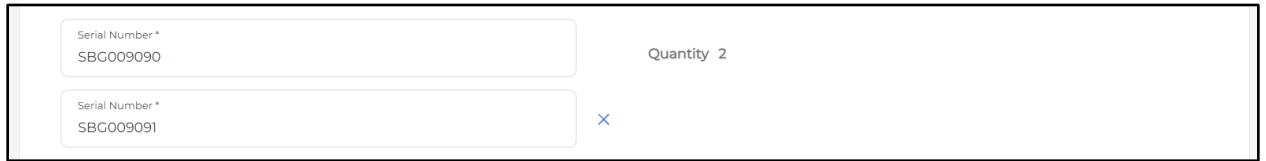


8. You can enter the cost for workmanship in this field.



**Note: This fee will be charged to members if they want to redeem their m-MAS BSE into physical gold.**

9. Enter item's serial number.



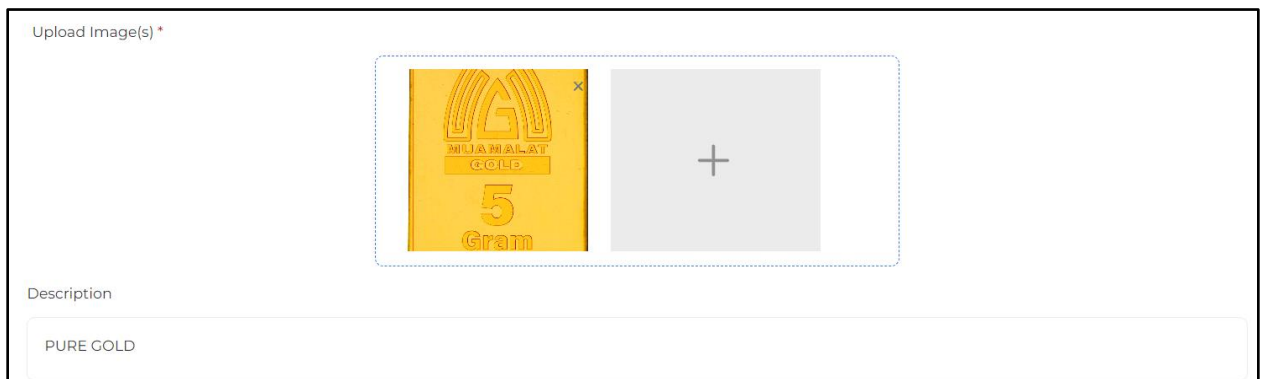
Serial Number \*  
SBG009090

Quantity 2

Serial Number \*  
SBG009091

**Note:** you can enter multiple serial numbers by pressing 'Enter' button on your keyboard. The quantity will increase simultaneously.

10. Upload item's images and Fill item's description if have any.



Upload Image(s) \*

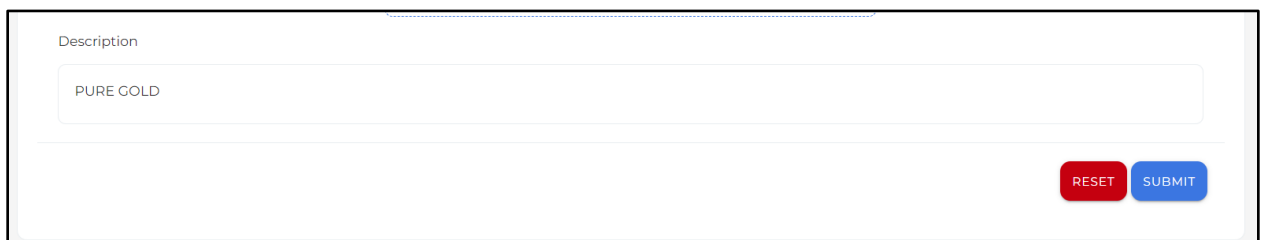
5 Gram

+

Description

PURE GOLD

11. Click **Reset** to erase all the filled fields or Click **Submit** to display your item in Gold Mart.

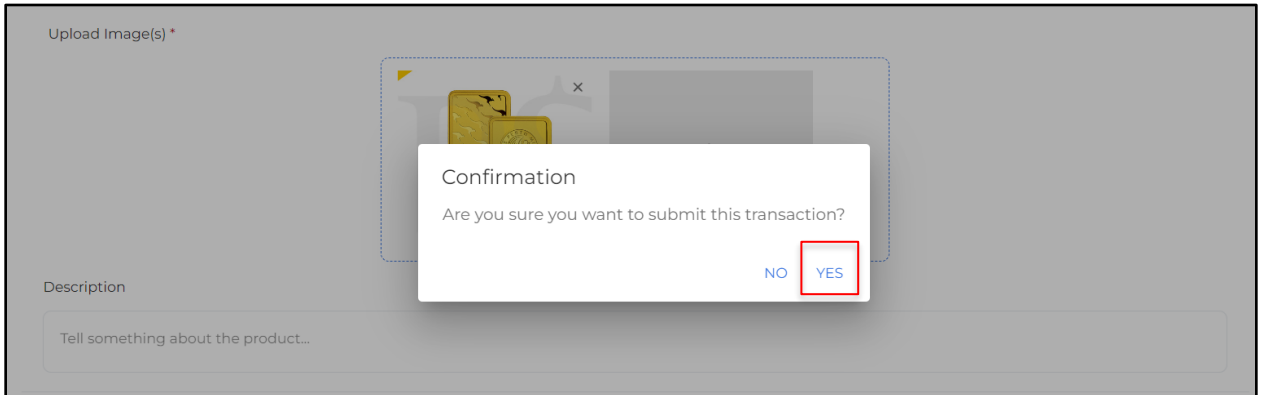


Description

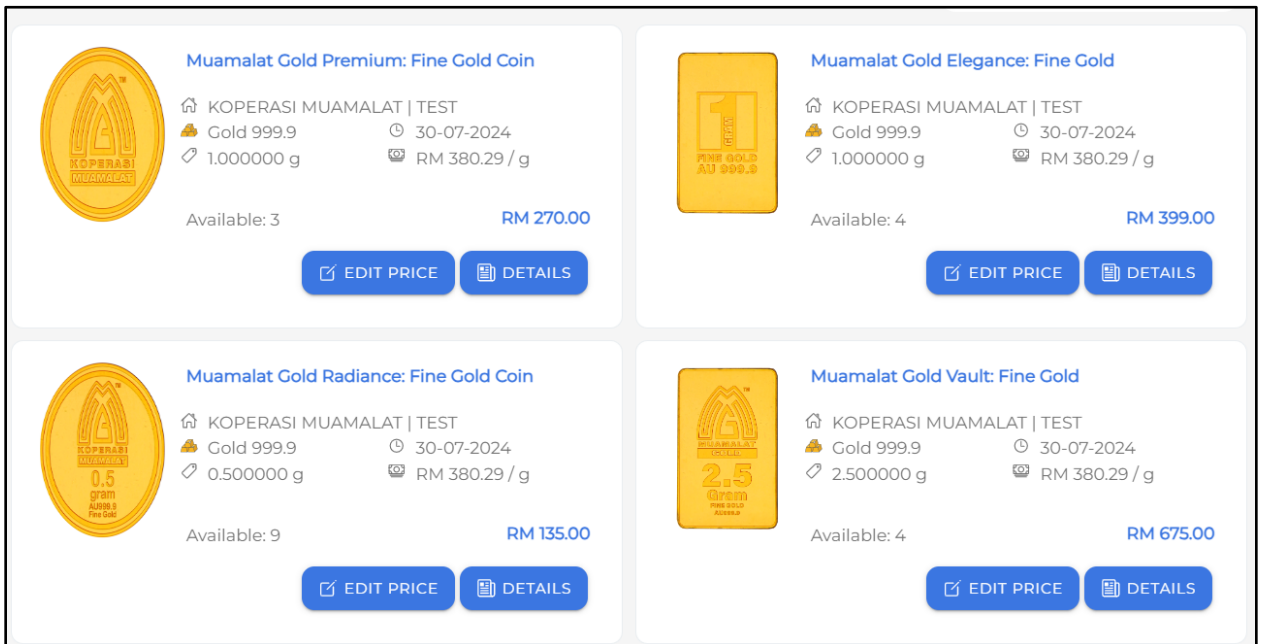
PURE GOLD

RESET SUBMIT

12. Click **Yes** on the confirmation message.

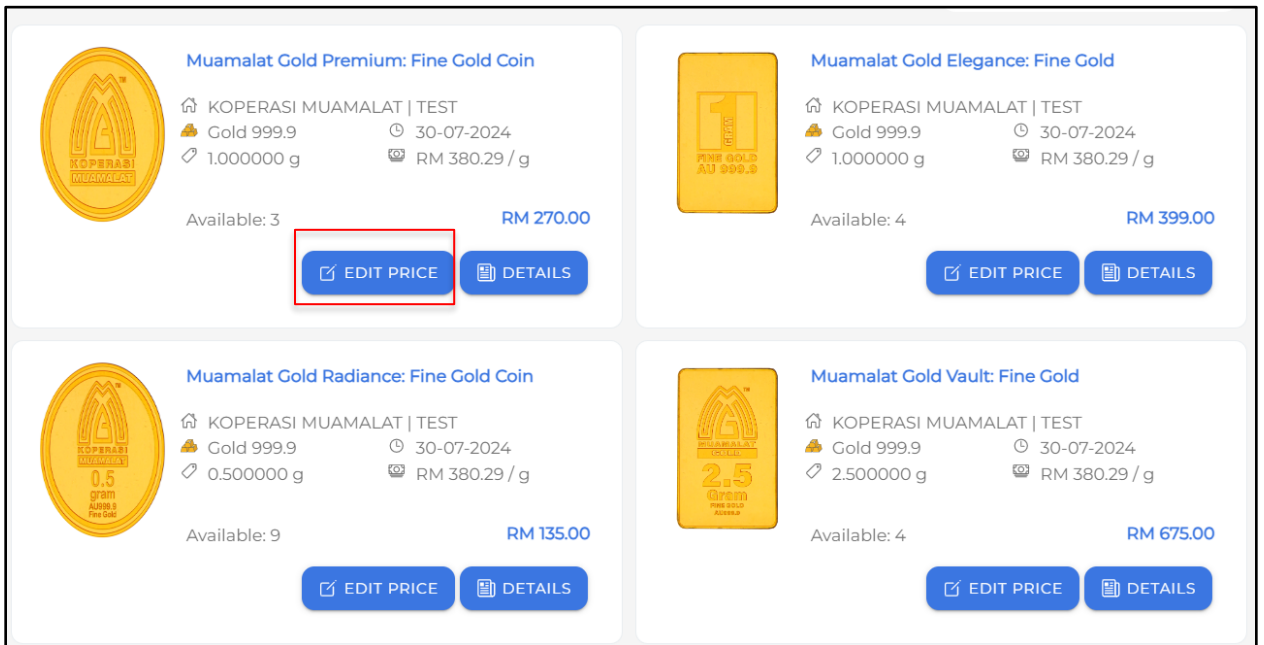


13. Your item has been listed in the gold mart.

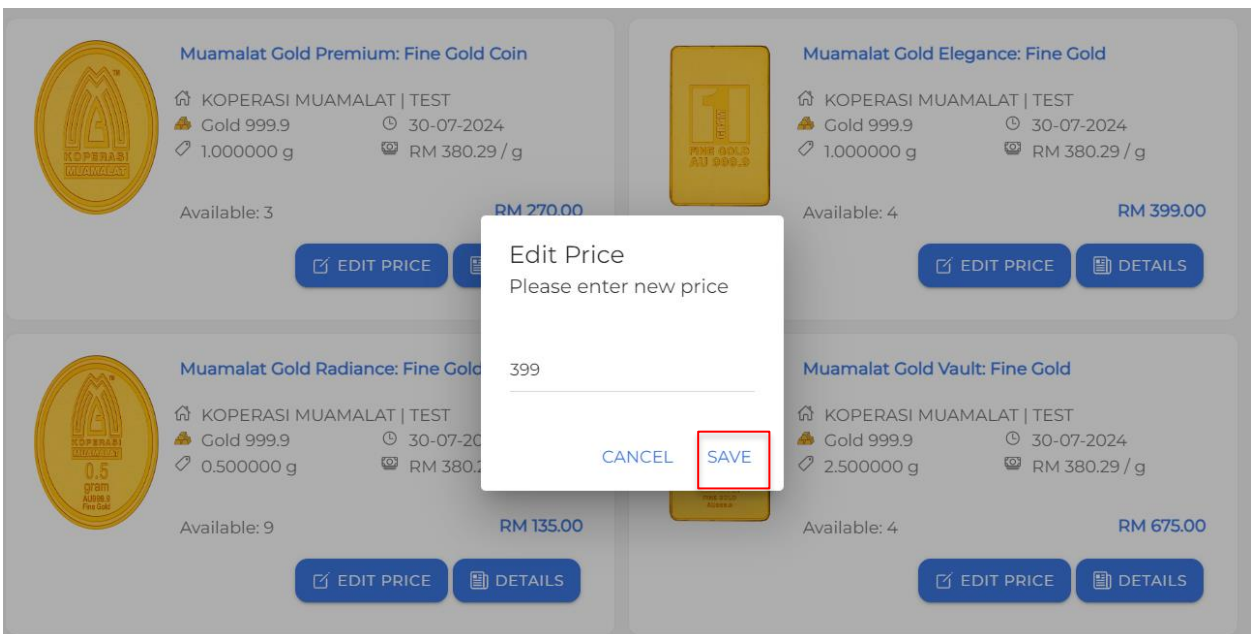


To edit your gold price:

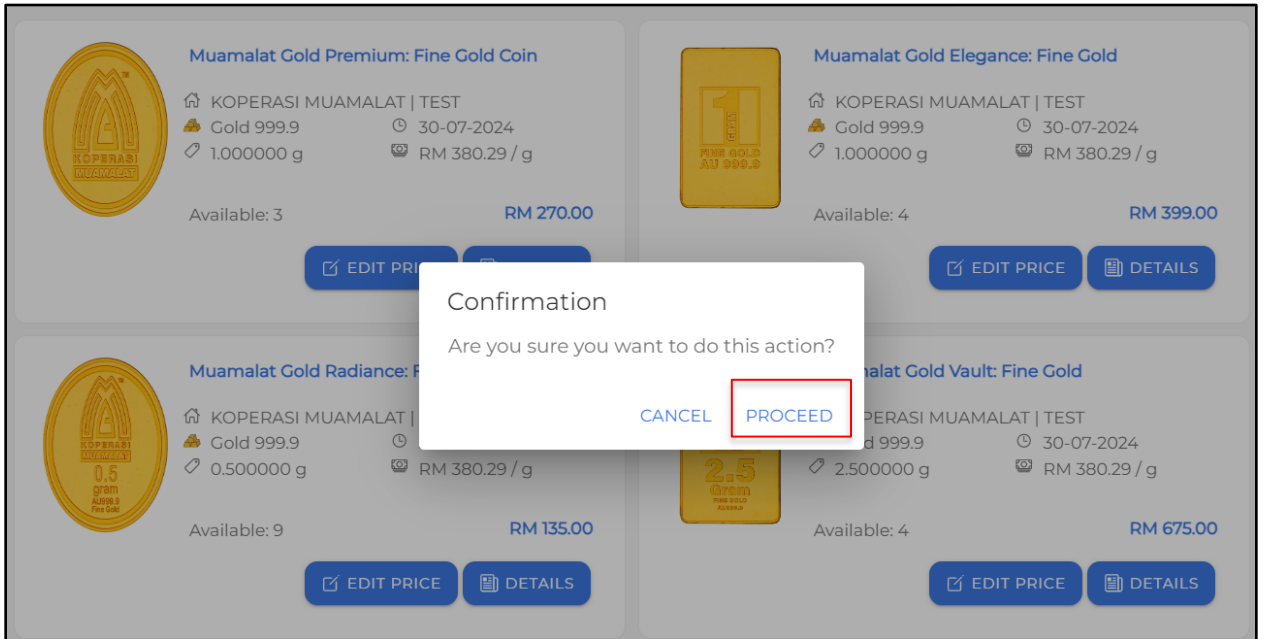
1. Choose the listed gold in the Gold Mart and Click **Edit Price**



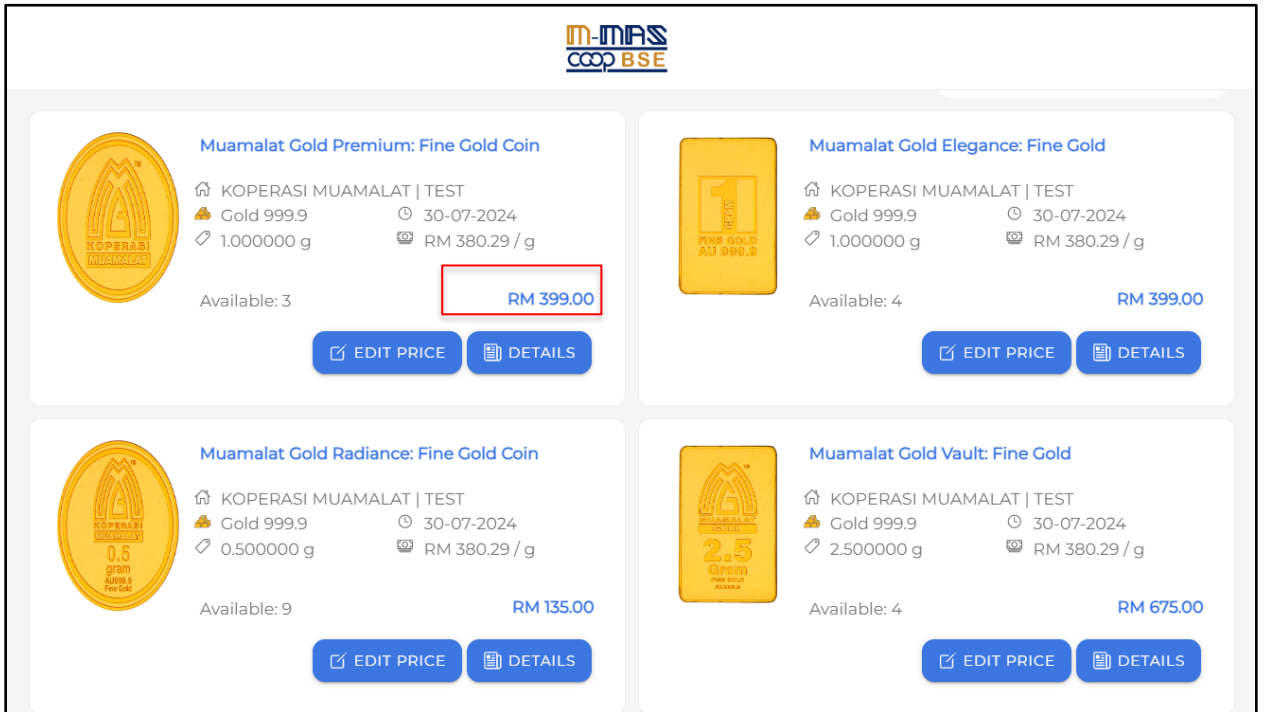
2. Enter the new price and click **Save**.



### 3. Click Proceed



### 4. Your physical gold price has been updated



To remove your listed physical gold:

1. Choose the listed gold in the Gold Mart and Click **Details**

The screenshot shows the Gold Mart interface with four gold products listed. Each product card includes an image, title, supplier, purity, weight, price per gram, and total price. The 'DETAILS' button for the first product, 'Muamalat Gold Premium: Fine Gold Coin', is highlighted with a red box.

Product Name	Supplier	Purity	Weight	Price /g	Total Price	Available
Muamalat Gold Premium: Fine Gold Coin	KOPERASI MUAMALAT   TEST	Gold 999.9	1.000000 g	RM 380.29 /g	RM 399.00	3
Muamalat Gold Elegance: Fine Gold	KOPERASI MUAMALAT   TEST	Gold 999.9	1.000000 g	RM 380.29 /g	RM 399.00	4
Muamalat Gold Radiance: Fine Gold Coin	KOPERASI MUAMALAT   TEST	Gold 999.9	0.500000 g	RM 380.29 /g	RM 135.00	9
Muamalat Gold Vault: Fine Gold	KOPERASI MUAMALAT   TEST	Gold 999.9	2.500000 g	RM 380.29 /g	RM 675.00	4

2. Choose the physical gold item with correct serial number and click **Remove**.

The screenshot shows the product details page for 'Muamalat Gold Premium: Fine Gold Coin'. It includes a large image of the coin, a description, price, and a table of serial numbers. The 'REMOVE' button for the second serial number (CSP002) is highlighted with a red box.

**DESCRIPTION**

Muamalat Gold Premium: Fine Gold Coin

KOPERASI MUAMALAT | 1g Gold 999.9

**RM 399.00**

3 Products Available

Weight: 1.00g

Purity: Gold 999.9

Workmanship Fee: RM 25.00

[EDIT PRICE](#) [EDIT WORKMANSHIP](#)

**Serial Numbers**

Supplier	Name	Serial Numbers	Actions
Golden zii	Muamalat Gold Premium: Fine Gold Coin	CSP003	<a href="#">REMOVE</a>
Golden zii	Muamalat Gold Premium: Fine Gold Coin	CSP002	<a href="#">REMOVE</a>
Golden zii	Muamalat Gold Premium: Fine Gold Coin	CSP001	<a href="#">REMOVE</a>

Note: If a product has only one serial number and you remove it, the product will be removed from the Gold Mart. However, if a product has multiple serial numbers and you remove one, the product will remain in the Gold Mart, but the specific item with the removed serial number will no longer be available.

3. Your physical gold has been removed.

The screenshot displays a product page for 'Muamalat Gold Premium: Fine Gold Coin' on the M-MAS COOP BSE platform. The page includes a product image of a gold coin, a description, and a table of serial numbers.

**Product Details:**

- Product Name: Muamalat Gold Premium: Fine Gold Coin
- Supplier: KOPERASI MUAMALAT
- Weight: 1.00g
- Purity: Gold 999.9
- Workmanship Fee: RM 25.00
- Price: RM 399.00
- 3 Products Available

**Serial Numbers Table:**

Supplier	Name	Serial Numbers	Actions
Golden zii	Muamalat Gold Premium: Fine Gold Coin	CSP002	<a href="#">REMOVE</a>
Golden zii	Muamalat Gold Premium: Fine Gold Coin	CSP001	<a href="#">REMOVE</a>



To edit your workmanship fee for physical gold:

1. Choose the listed gold in the Gold Mart and Click **Details**

The screenshot shows a grid of four gold products from KOPERASI MUAMALAT | TEST. Each product card includes an image, title, specifications (Gold 999.9, date 30-07-2024, weight, and price per gram), availability, and a total price. The 'DETAILS' button for the first product is highlighted with a red box.

Product Name	Weight	Price per gram	Total Price	Available
Muamalat Gold Premium: Fine Gold Coin	1.000000 g	RM 380.29 / g	RM 399.00	3
Muamalat Gold Elegance: Fine Gold	1.000000 g	RM 380.29 / g	RM 399.00	4
Muamalat Gold Radiance: Fine Gold Coin	0.500000 g	RM 380.29 / g	RM 135.00	9
Muamalat Gold Vault: Fine Gold	2.500000 g	RM 380.29 / g	RM 675.00	4

2. Click **Edit Workmanship** button

The screenshot shows the product details page for 'Muamalat Gold Premium: Fine Gold Coin'. It includes a large image of the coin, a description, and a table of serial numbers. The 'EDIT WORKMANSHIP' button is highlighted with a red box.

**DESCRIPTION**

Muamalat Gold Premium: Fine Gold Coin  
KOPERASI MUAMALAT | TEST 1g Gold 999.9

**RM 399.00**

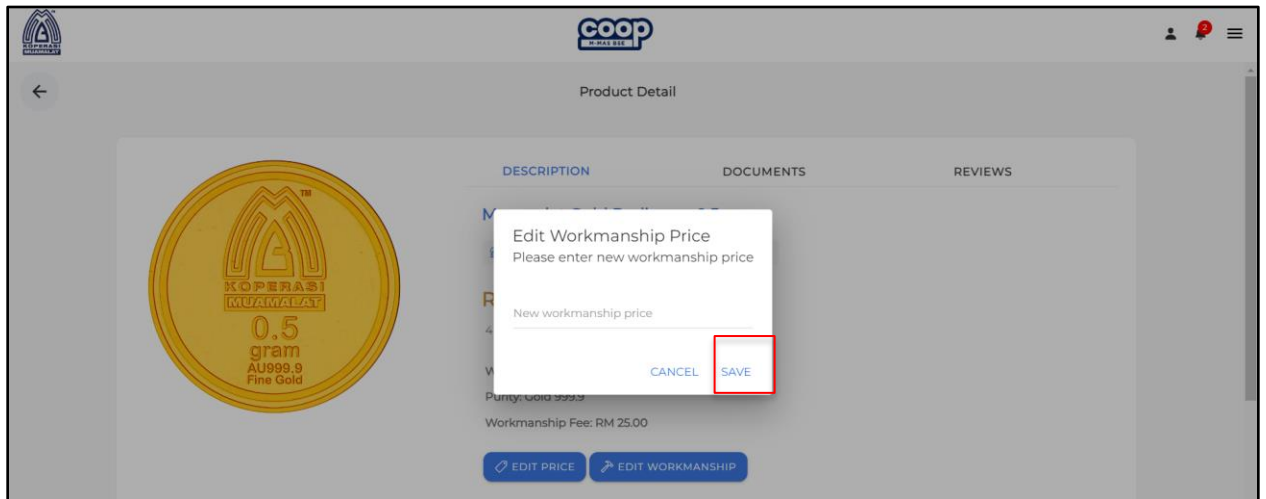
3 Products Available  
Weight: 1.00g  
Purity: Gold 999.9  
Workmanship Fee: RM 25.00

[EDIT PRICE](#) [EDIT WORKMANSHIP](#)

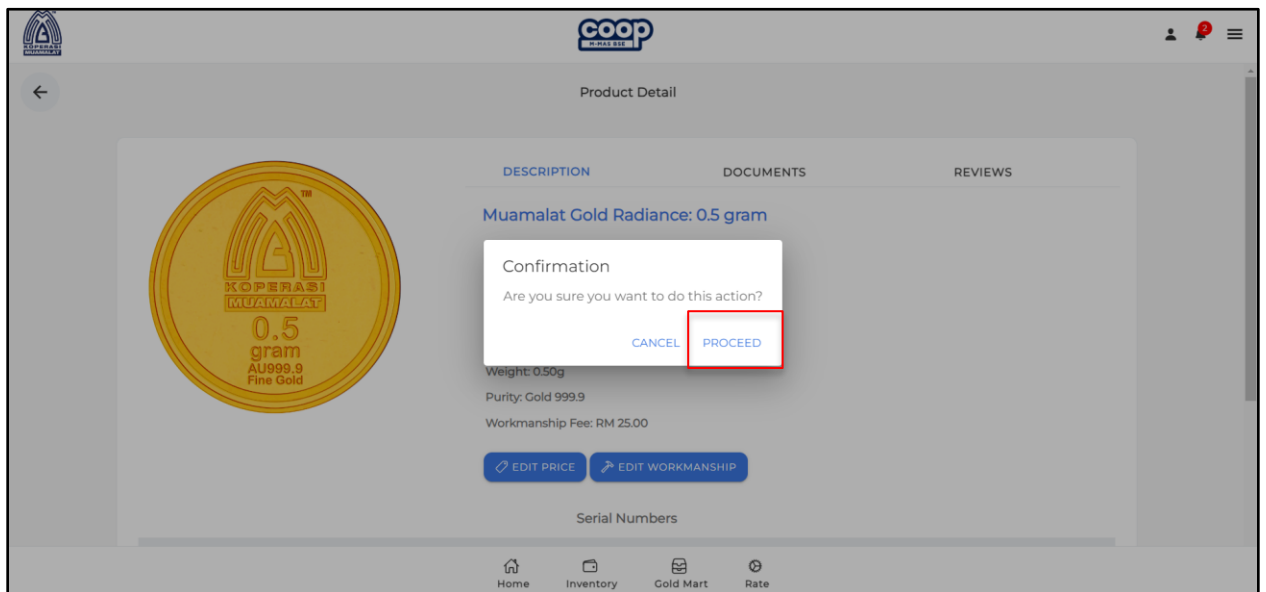
**Serial Numbers**

Supplier	Name	Serial Numbers	Actions
Golden zii	Muamalat Gold Premium: Fine Gold Coin	CSP003	<a href="#">REMOVE</a>
Golden zii	Muamalat Gold Premium: Fine Gold Coin	CSP002	<a href="#">REMOVE</a>
Golden zii	Muamalat Gold Premium: Fine Gold Coin	CSP001	<a href="#">REMOVE</a>

3. Enter the new amount for Workmanship Fee and click **Save**.



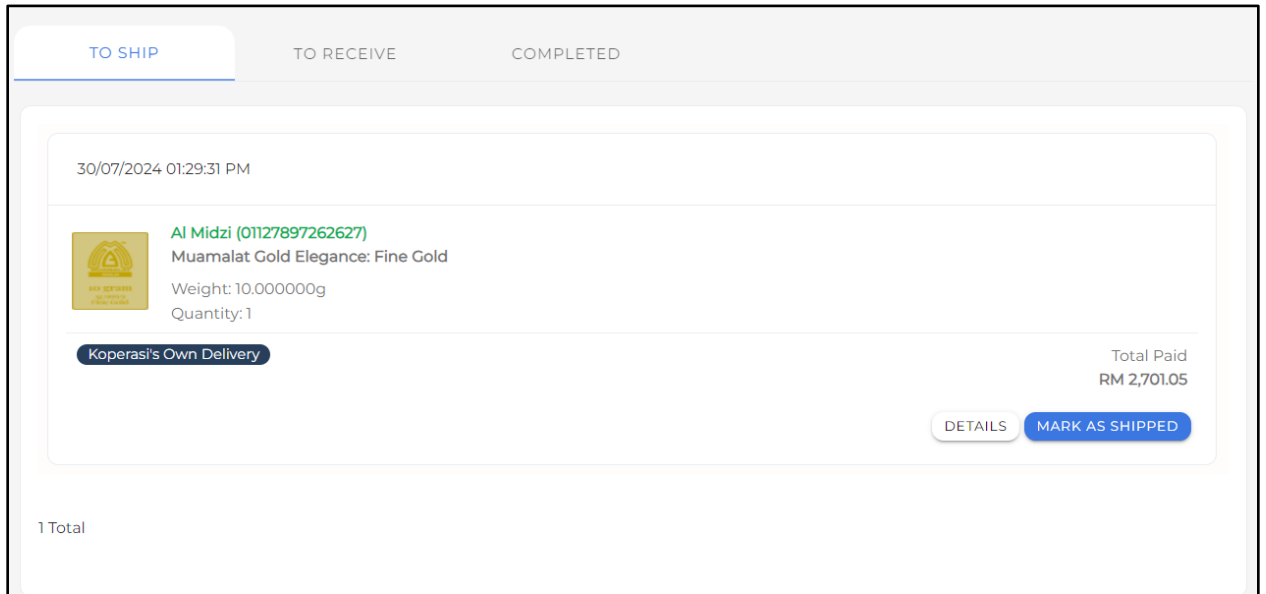
4. Click **Proceed** to continue



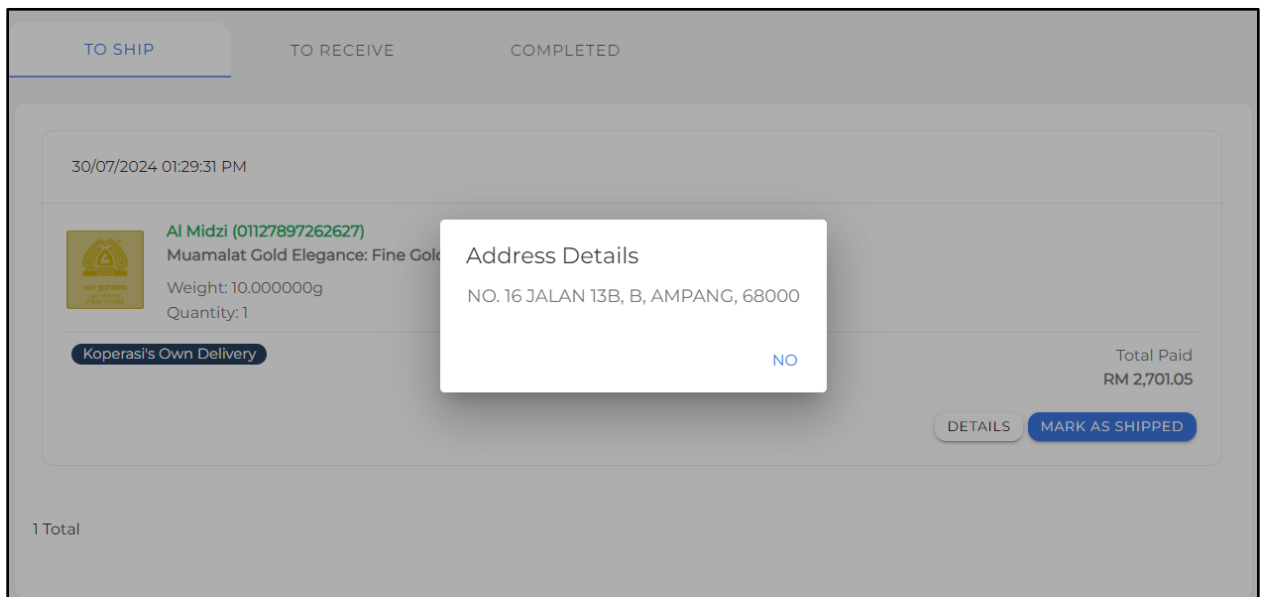
### 3.2 Purchase History

If member choose for delivery:

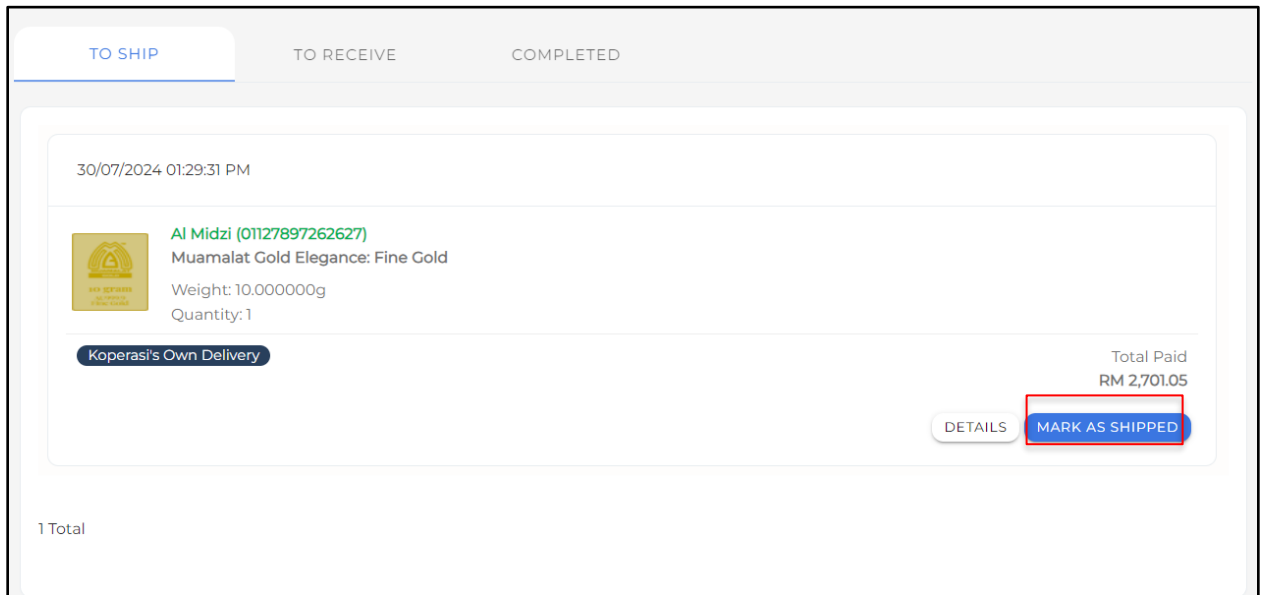
1. Go to **Menu Navigation > Physical Gold > Fulfilment Management > to Ship.**



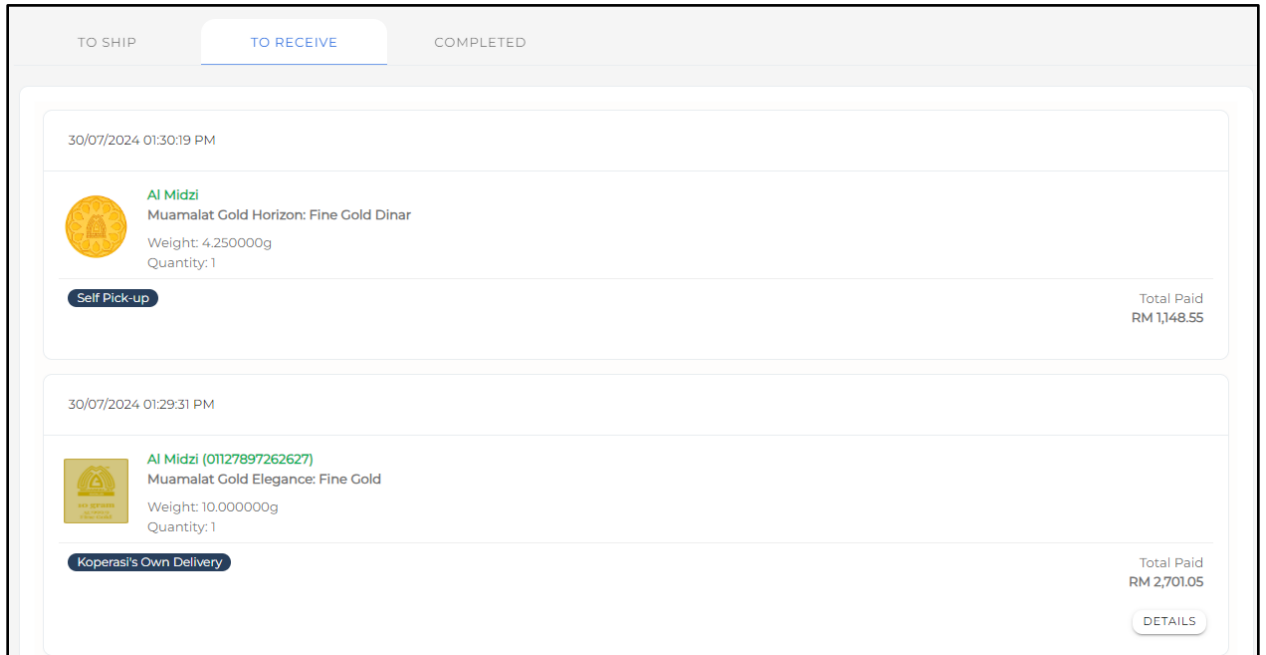
2. Click **Details** to view member's address



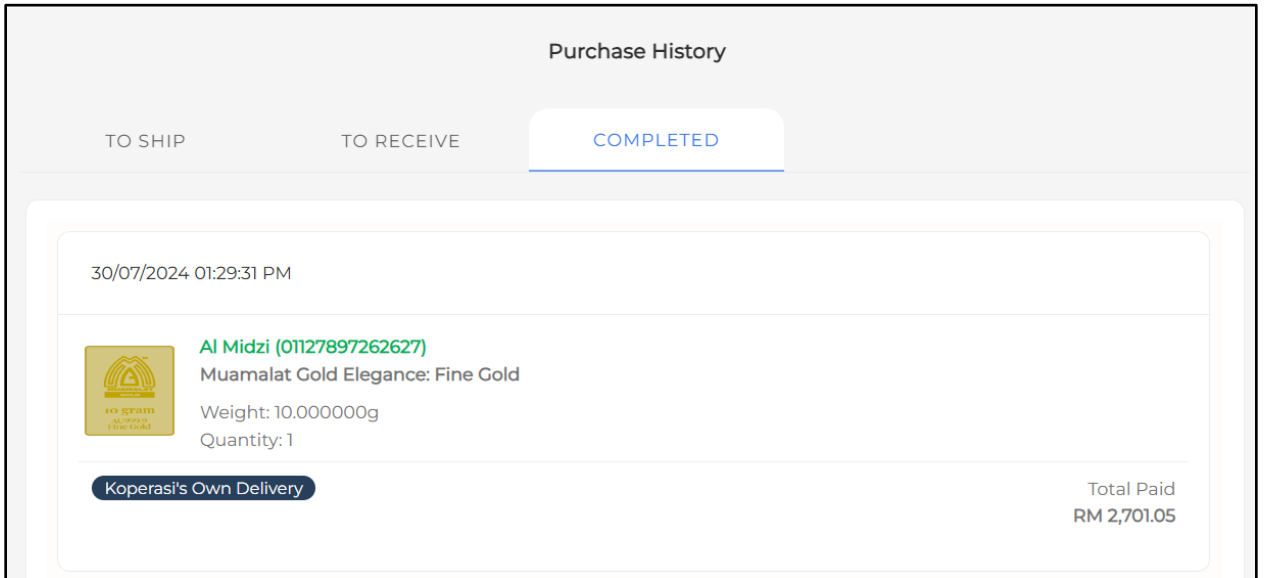
3. Click **Mark as Shipped** when you have shipped the product.



4. The order will be moved to 'To Receive' tab.

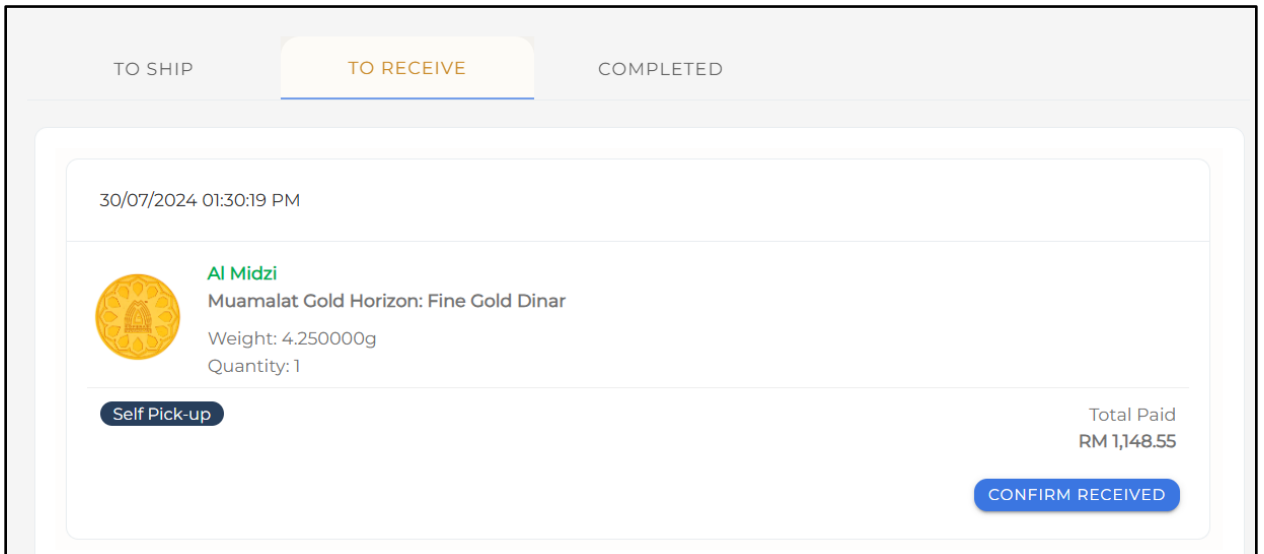


5. If members have click **received** from their side, this order will be moved to **Completed tab**.

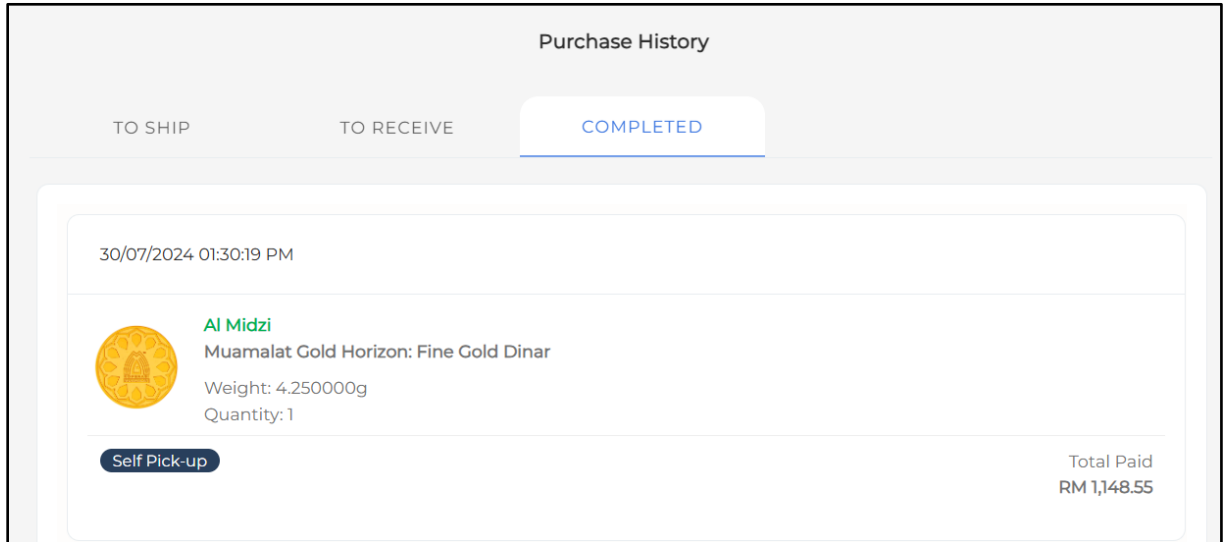


If member choose for self-pickup:

1. Go to Menu Navigation > Physical Gold > Purchase History > to Receive



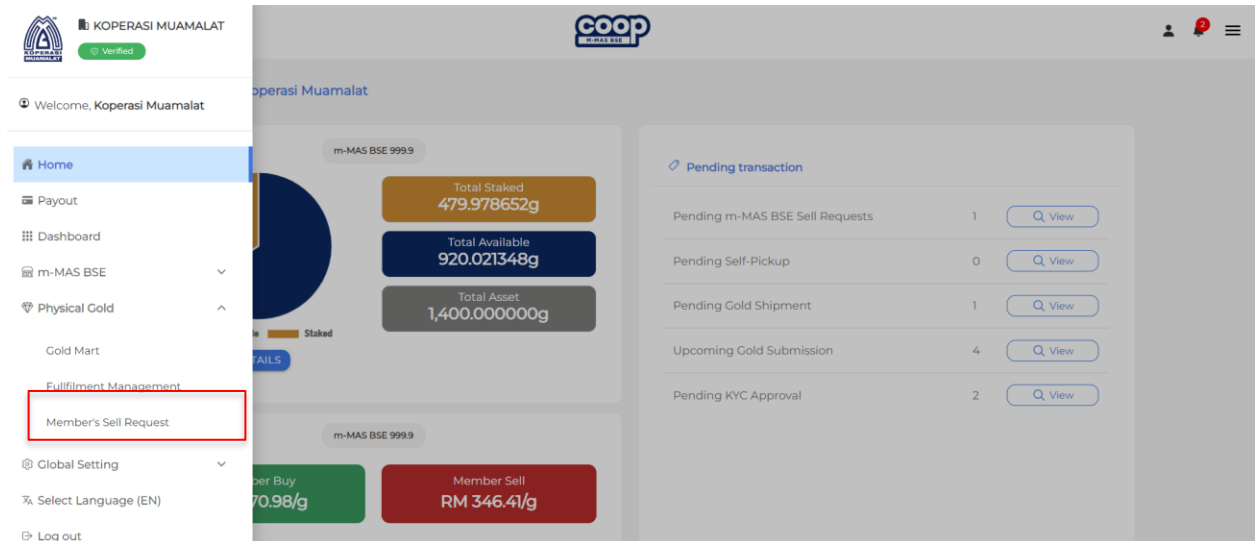
2. Wait for the members to come and pick up the physical gold.
3. If members have click **received** from their side, this order will be moved to **Completed tab**.



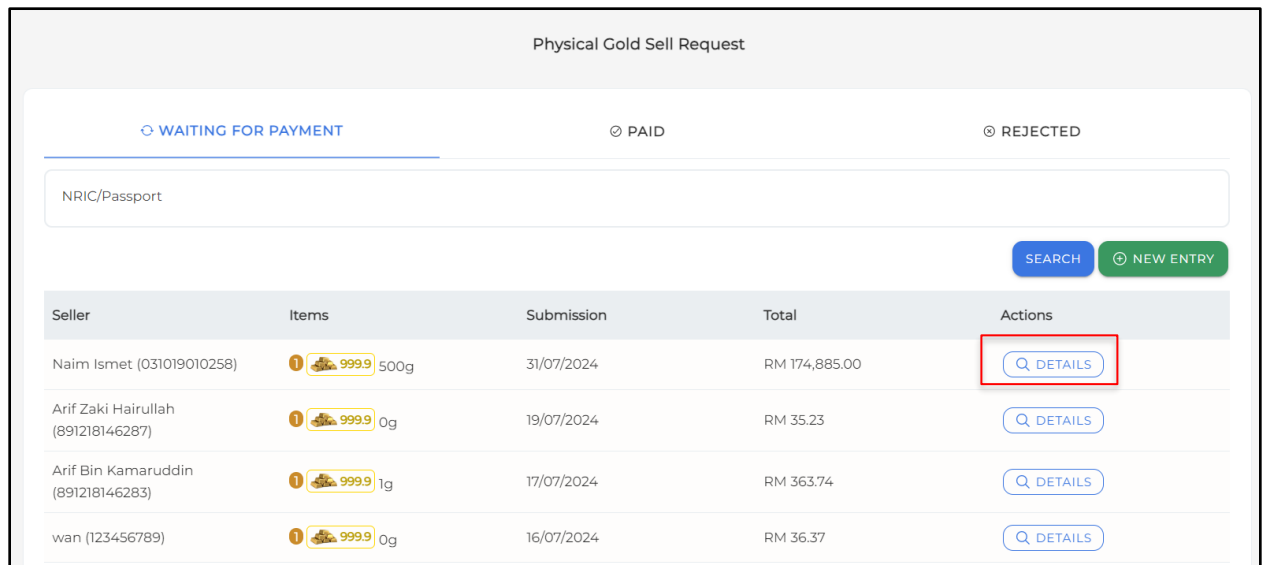
### 3.3 Member's Sell Request

Member request from their account:

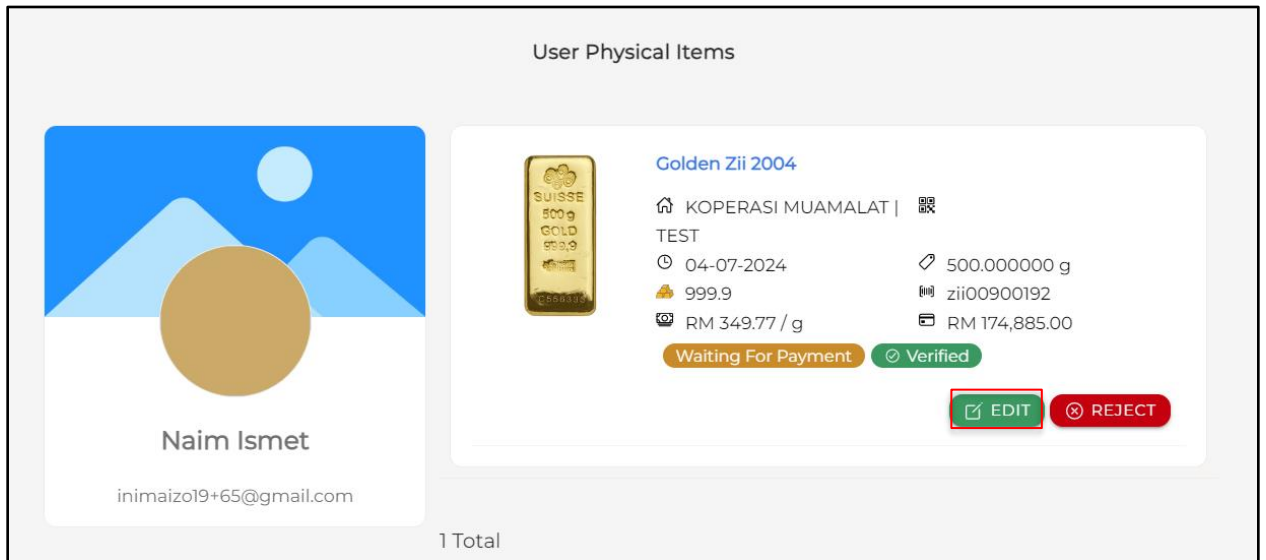
1. Go to menu navigation > Physical Gold > Member's Sell Request.



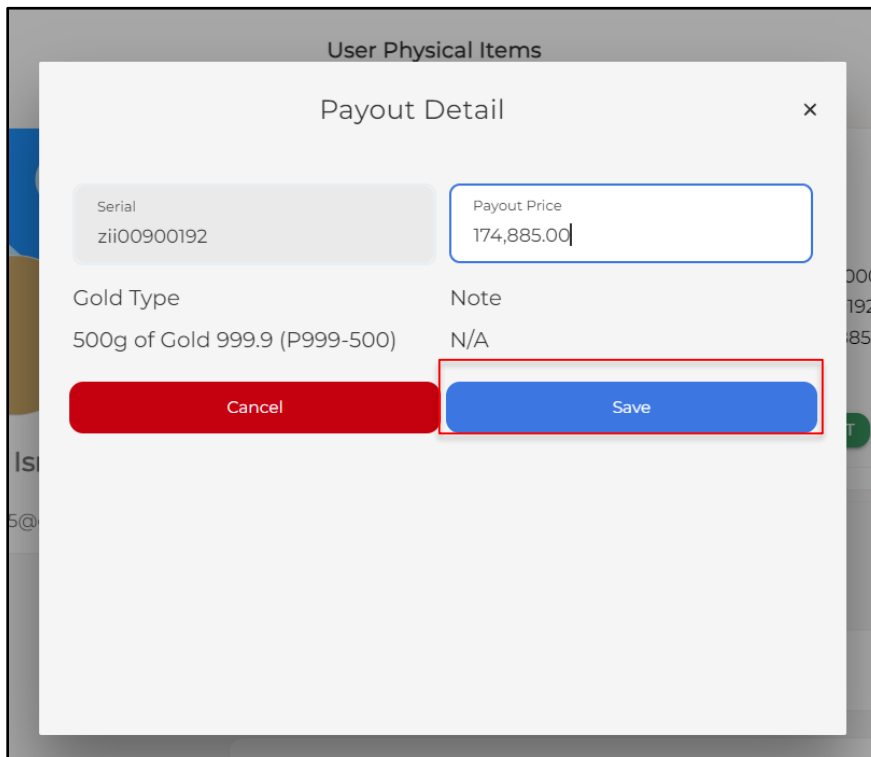
2. Go to **Waiting for Payment** tab and Click 'Details'



3. If you want to edit the gold price, you can click **Edit** and enter the new price.

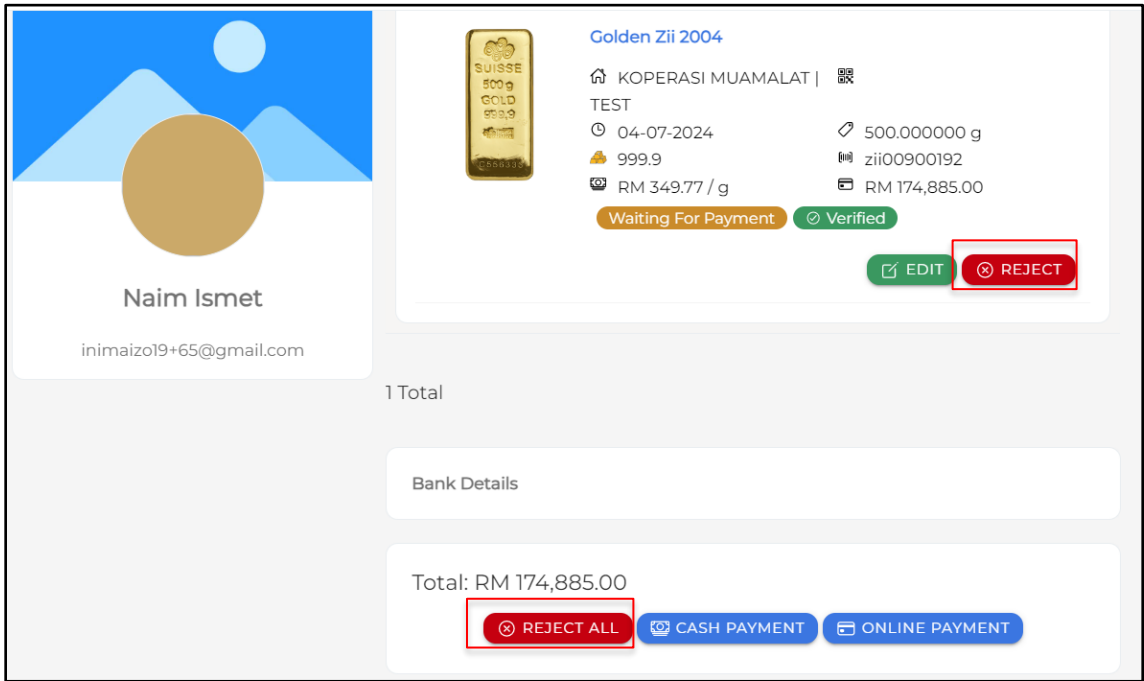


4. Enter the new price and click **Save**

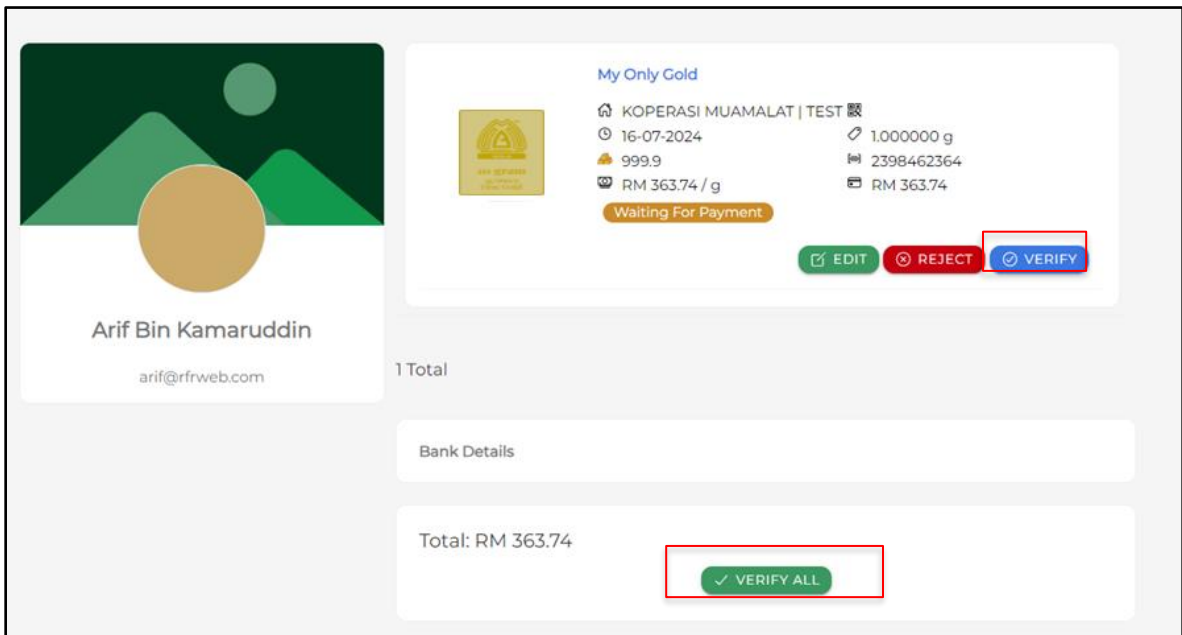




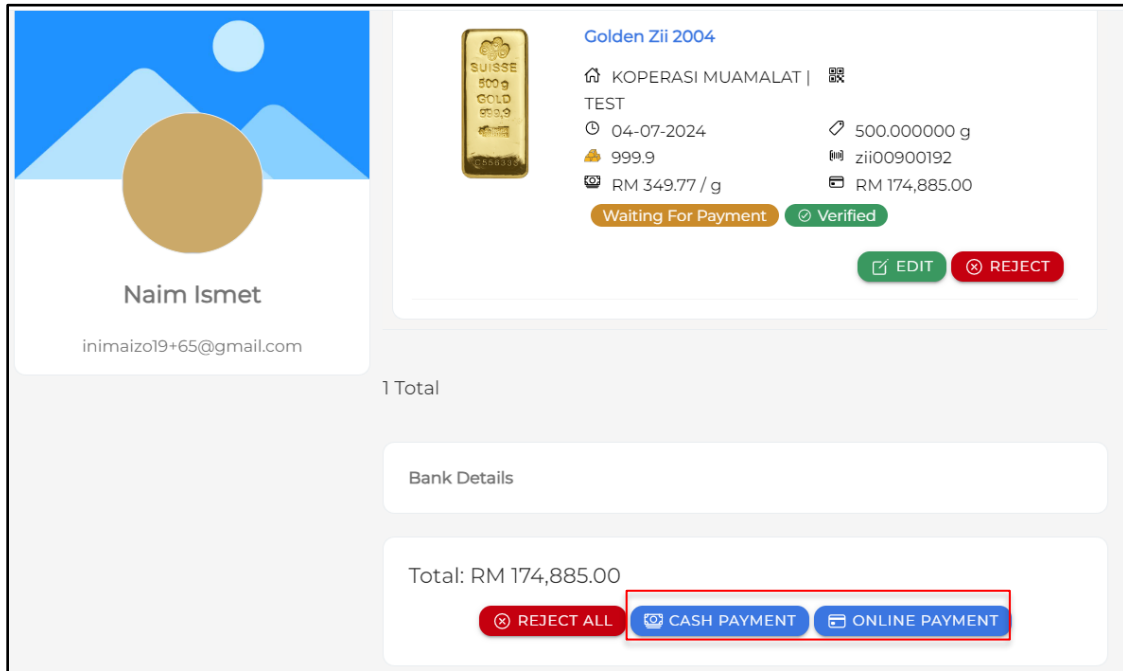
5. If you want to reject their request, you can click **Reject** or **Reject All** and the request will be moved to **Rejected** tab.



6. If you want to verify their request, click on **Verify** or **Verify All** button and can proceed to make the payment.

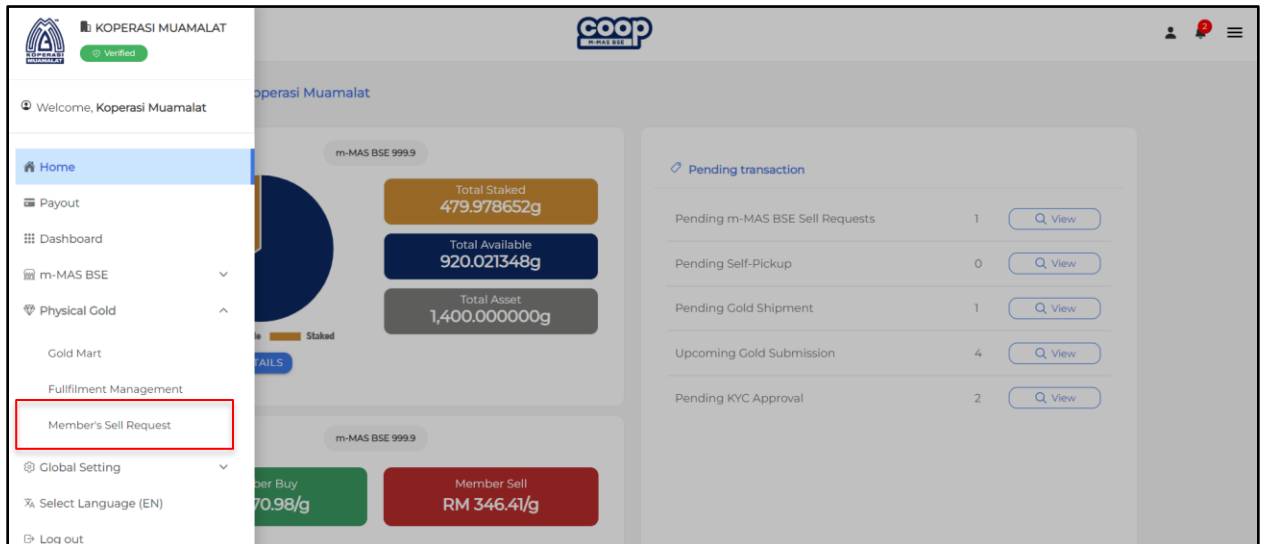


7. You can choose either to pay using **Online Payment** or **Cash Payment** to pay to the member.



Members walk in to sell their physical gold:

1. Go to menu navigation > Physical Gold > Member's Sell Request.



## 2. Click 'New Entry'

Physical Gold Sell Request

⊖ WAITING FOR PAYMENT      ⊖ PAID      ⊖ REJECTED

NRIC/Passport

SEARCH    **NEW ENTRY**

Seller	Items	Submission	Total	Actions
Naim Ismet (031019010258)	999.9 500g	31/07/2024	RM 174,885.00	<a href="#">Q DETAILS</a>
Arif Zaki Hairullah (891218146287)	999.9 0g	19/07/2024	RM 35.23	<a href="#">Q DETAILS</a>
Arif Bin Kamaruddin (891218146283)	999.9 1g	17/07/2024	RM 363.74	<a href="#">Q DETAILS</a>
wan (123456789)	999.9 0g	16/07/2024	RM 36.37	<a href="#">Q DETAILS</a>

## 3. Fill in member's IC Number and click Search.

Buy Physical Gold

User Information

Please fill the selling item details in the form below for your request.

NRIC/Passport \*  
051019010258

SEARCH

## 4. Fill in the physical gold information.

Item Information

Please fill the selling item details in the form below for your request.

Item Name \*      Serial Number \*

Category \*      Submission Date(DD-MM-YYYY)

Weight \*      Purity

0 /Gram(s)      999.9

Upload Image(s)

+  
Click to upload Images

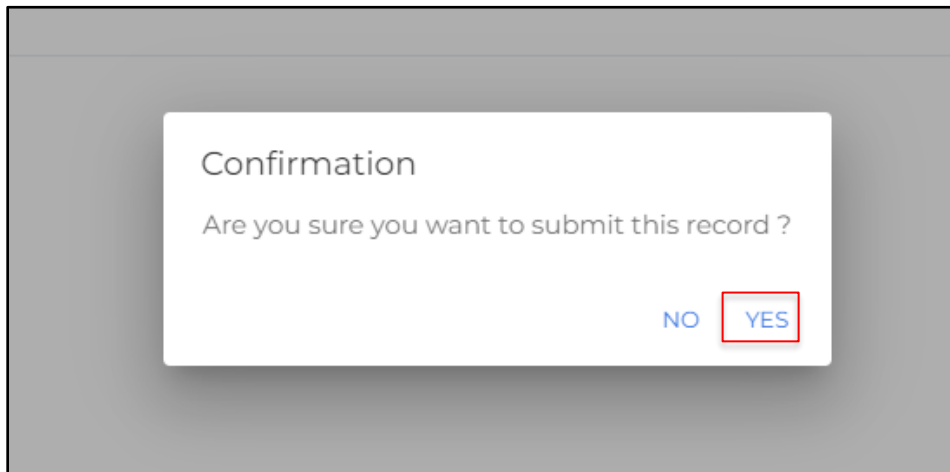
5. Choose the submission date and click **Submit**.

The screenshot shows a form with the following sections:

- Send to:** AI Midzi, NRIC/Passport: 051019010258
- Transaction Detail:** Physical Gold (0.000000 g), Current Buy Price (/g)
- Estimated Received:** RM 0.00

At the bottom right, there are two buttons: a red 'RESET' button and a blue 'SUBMIT' button, both highlighted with a red box.

6. Click 'Yes' on the confirmation message to continue.



7. The request will be appeared on **Waiting for Payment** tab

The screenshot shows the "WAITING FOR PAYMENT" tab with a search bar and a table of transactions. The table has columns for Seller, Items, Submission, Total, and Actions.

Seller	Items	Submission	Total	Actions
Naim Ismet (031019010258)	500g	31/07/2024	RM 174,885.00	<a href="#">Q DETAILS</a>
Arif Zaki Hairullah (891218146287)	0g	19/07/2024	RM 35.23	<a href="#">Q DETAILS</a>
Arif Bin Kamaruddin (891218146283)	1g	17/07/2024	RM 363.74	<a href="#">Q DETAILS</a>
wan (123456789)	0g	16/07/2024	RM 36.37	<a href="#">Q DETAILS</a>

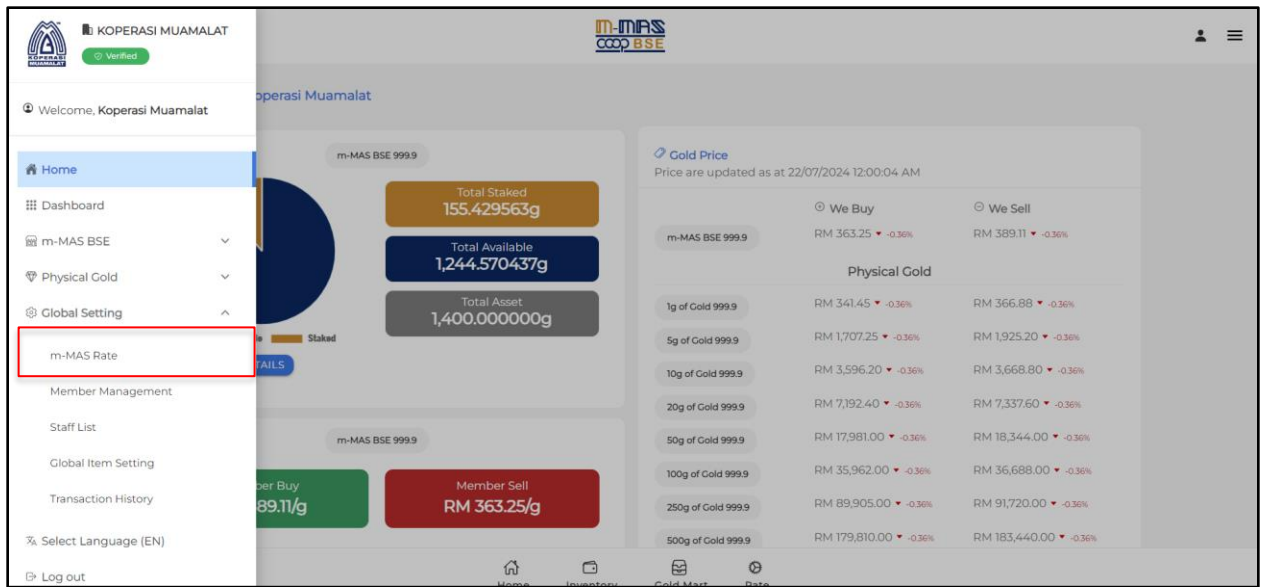
**Note:** You can refer to the steps above on how to verify a member's request.

## 4.0 Global Settings

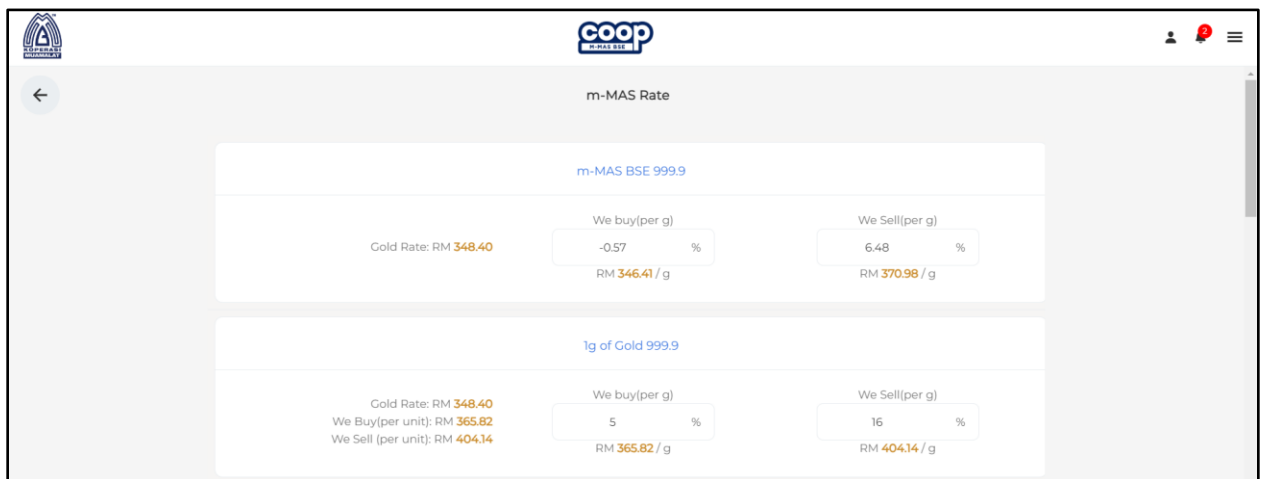
### 4.1 m-MAS Rate

Markup the gold price across the platform for your own cooperative only:

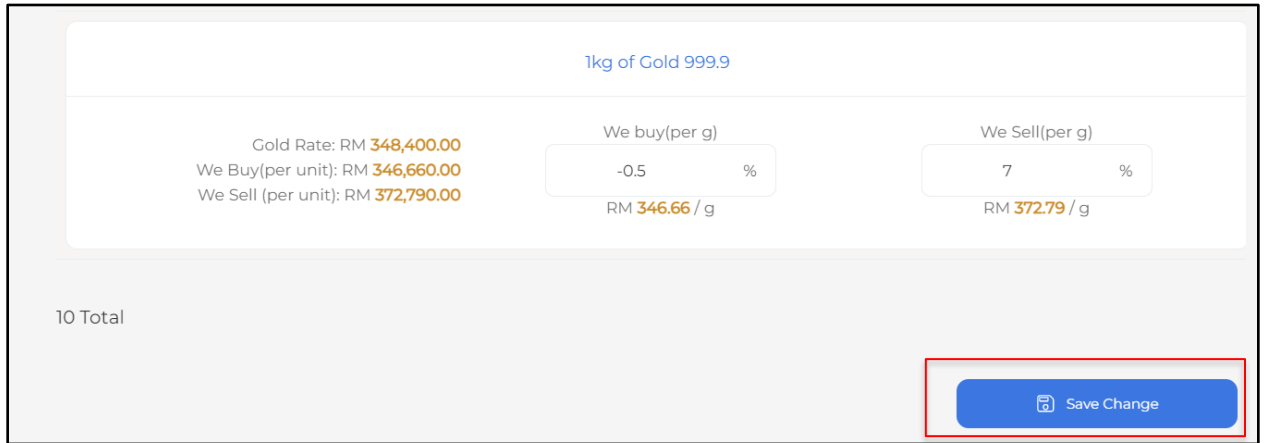
1. Go to **Global Setting > m-MAS Rate**



2. You can fill your preferred percentage of mark up for each product



### 3. Click Save Change

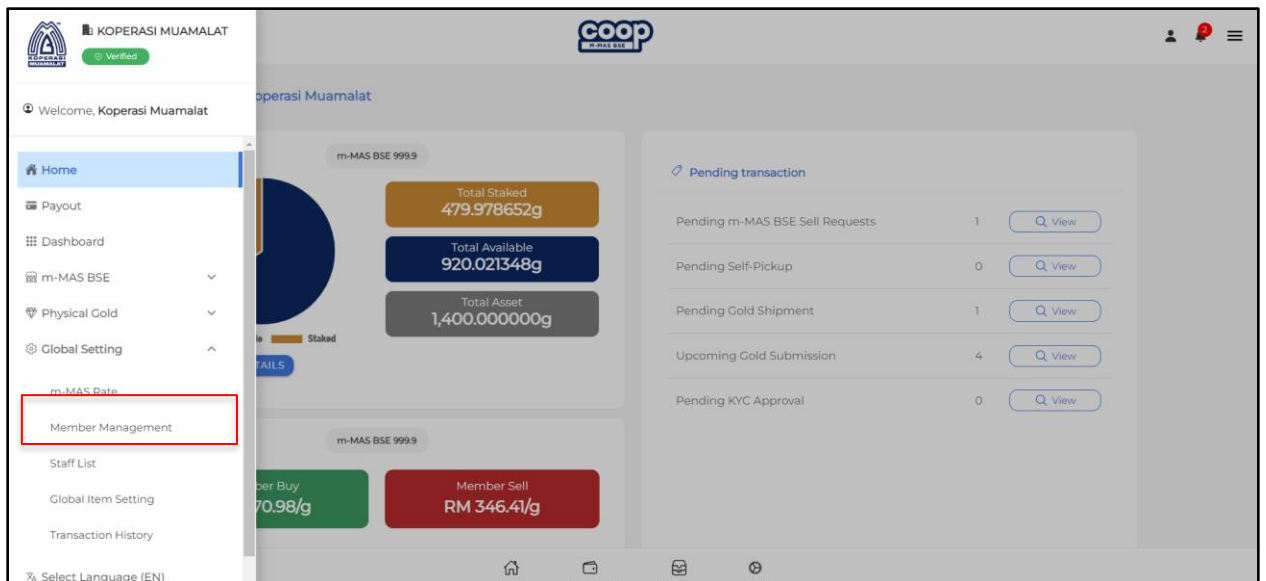


4. Your price has been updated for all the transactions.

## 4.2 Member Management

Verify member's application:

1. Go to **Global Setting > Member Management**.



2. Click **Details** on the **Pending** tab.

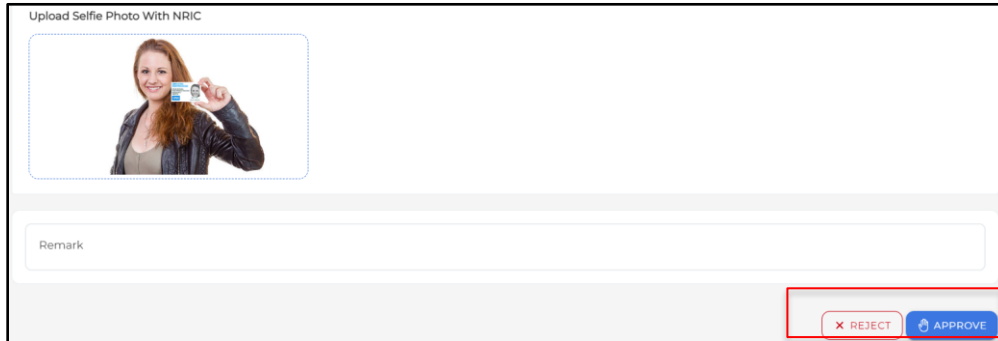
The screenshot shows the 'Member's Request' interface. At the top, there are three tabs: 'PENDING' (selected), 'APPROVED', and 'REJECTED'. Below the tabs are search filters for 'From', 'To', and 'Name or Email', along with a 'SEARCH' button. A table lists requests with columns: Submitted Date, Created Date, Kyc, Name, Email, Phone, and Actions. The first row shows a request for 'Kamado Tanjiro' with a 'Unverified' Kyc status. The 'DETAILS' button in the Actions column is highlighted with a red box. At the bottom right, there are 'REJECT' and 'APPROVE' buttons.

Submitted Date	Created Date	Kyc	Name	Email	Phone	Actions
16/07/2024 15:14:34 PM	16/07/2024 14:50:34 PM	Unverified	Kamado Tanjiro	amry.haiqal+tanjiro@gmail.com	+60-123456789	<a href="#">DETAILS</a>

3. You can view the member's application details.

The screenshot shows the 'Kamado Tanjiro' application details page. At the top, the name 'Kamado Tanjiro' is displayed, followed by a 'PENDING' status indicator. Below this is a 'User Information' section with a dropdown arrow. The form contains the following fields: Full Name (Kamado Tanjiro), Phone Number (+60 123456789), Gender, Email Address (amry.haiqal+tanjiro@gmail.com), NRIC/Passport (00100+010001), Address 1, Address 2, State, City, and Postal Code. An 'UPDATE' button is located at the bottom right.

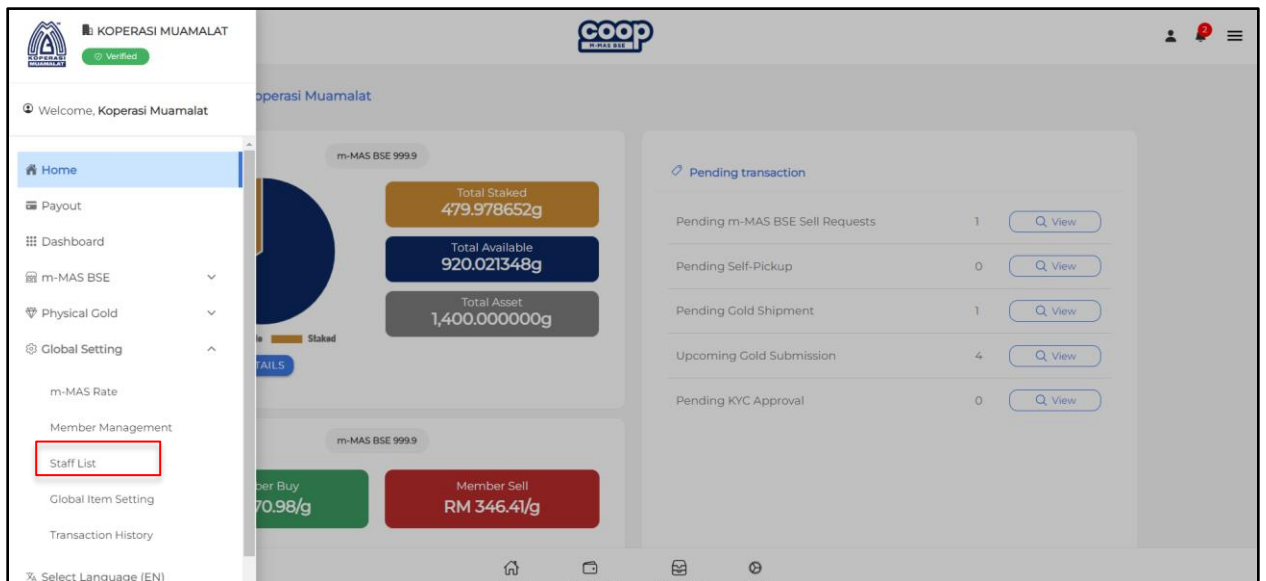
4. If you want to approve the application, click **Approve** and the application will be transferred into **Approved Tab** and If you want to reject the application, click **Reject** and the application will be transferred into **Rejected Tab**.



### 4.3 Staff List

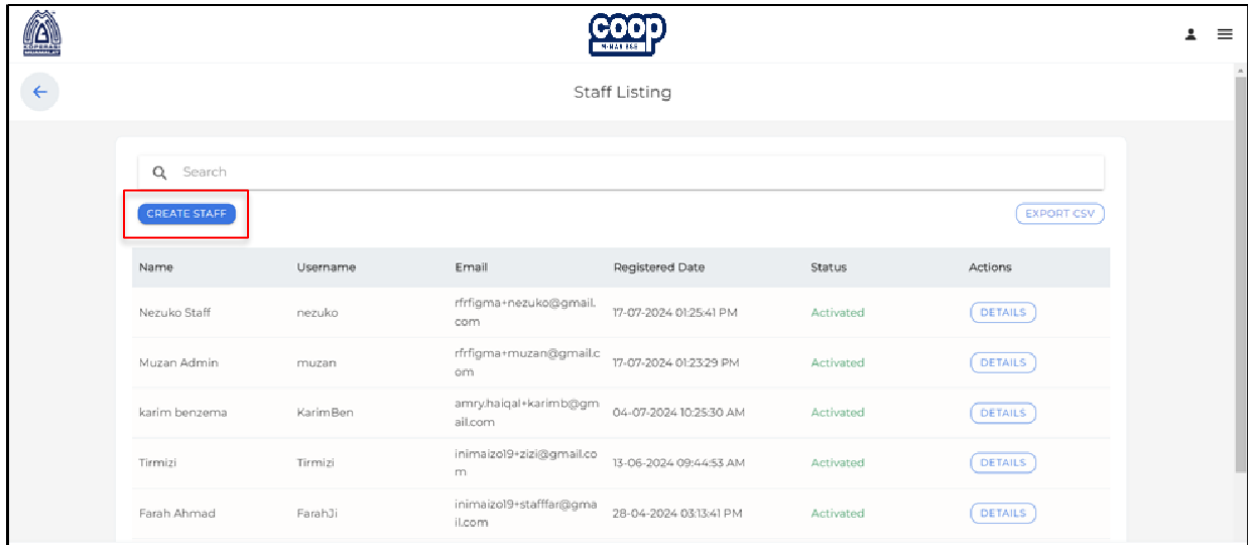
To create staff:

1. Go to **Menu Navigation > Global Settings > Staff List**.





2. Click **Create Staff** button



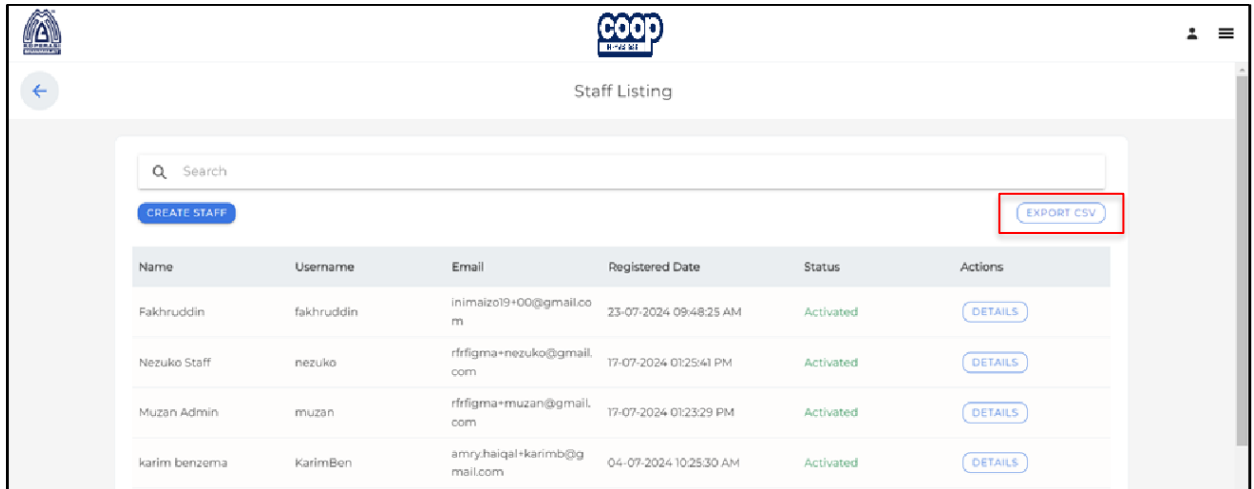
3. Fill in all the required fields and click **Create**.

The screenshot shows the staff creation form with the following fields and values:

- Select Type \*: Admin
- Full Name \*: Fakhruddin
- Phone Number \*: +60 1125333624
- Gender \*: Male
- Email Address \*: inimaizo19+00@gmail.com (highlighted with a red box)
- Username \*: fakhruddin
- Password \*: .....
- Confirm Password \*: .....

At the bottom, there are two buttons: 'Back' and 'Create'.

4. Staff have been successfully created and they can log in into the system.



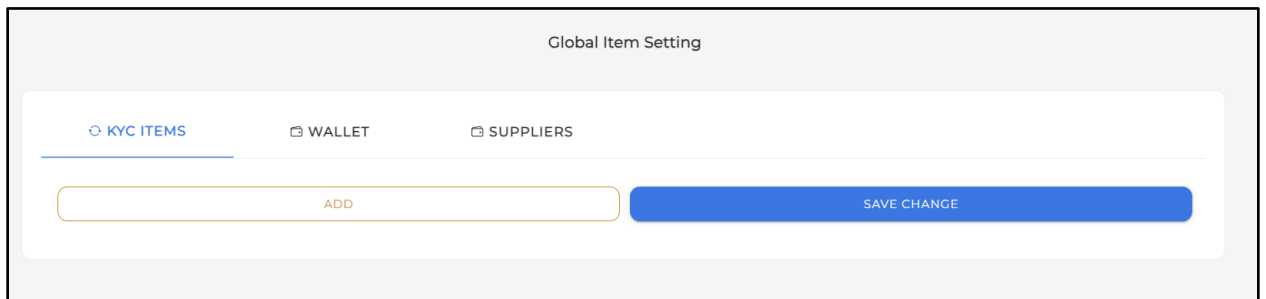
Note: You can export the list into CSV file for further use by clicking on Export button.

## 4.4 Global Item Settings

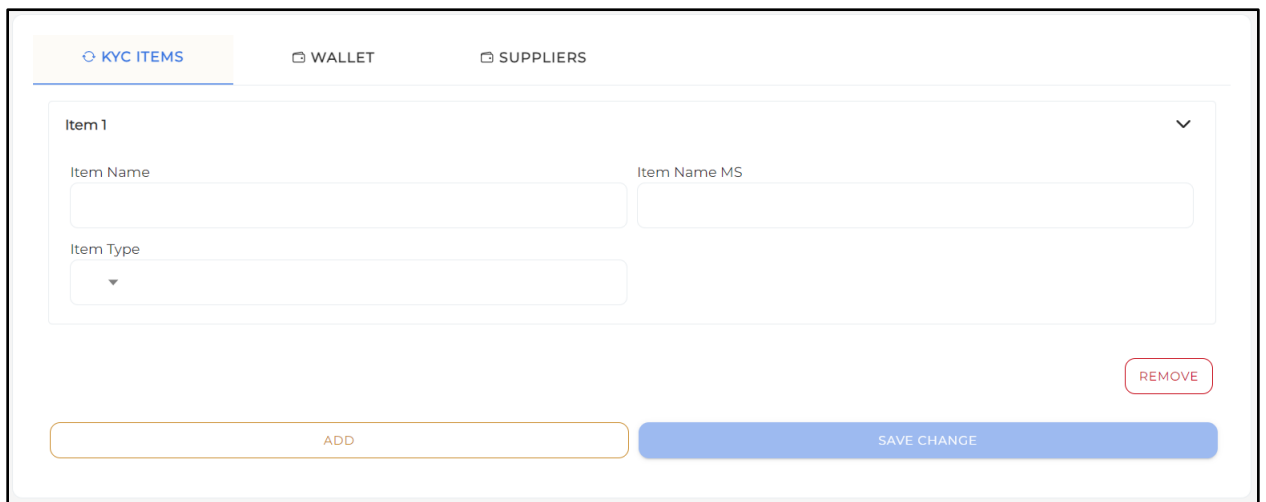
### 4.3.1 KYC Items

To update the field in member application form:

5. Go to **Global Setting > Global Item Settings > KYC Items**.

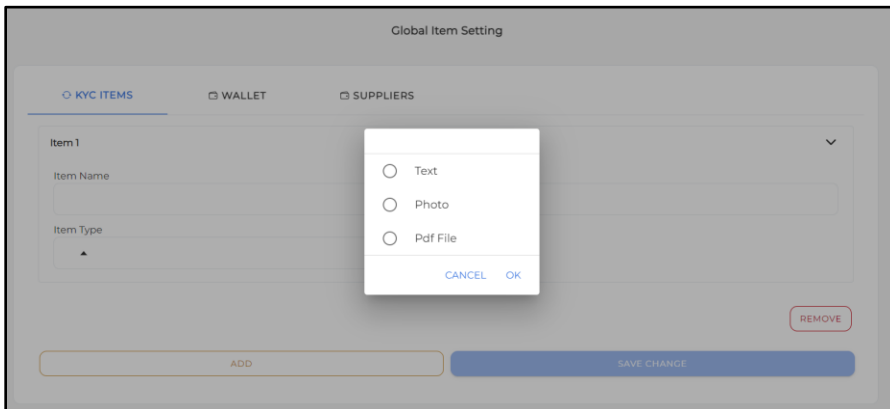


6. Click **Add** to add a new field when a new user wants to apply to become a member.

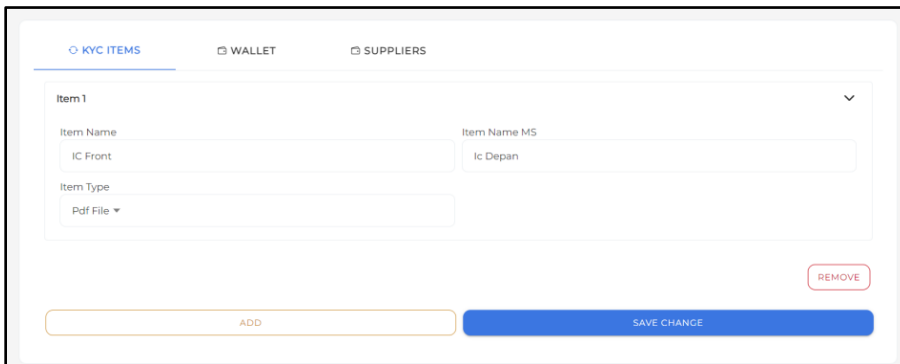


7. You can fill the field name in English and Bahasa.

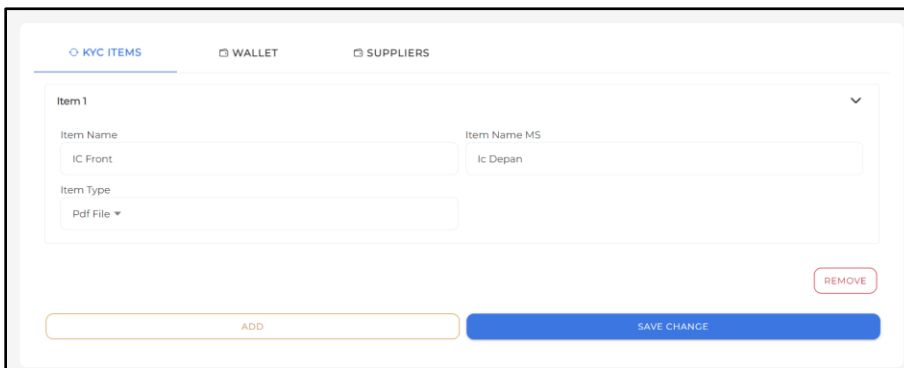
8. You can choose the field type by clicking on **Item Type** and click 'OK' on the confirmation message.



9. If you want to remove the field, just click **Remove** and the field will be removed from the form.



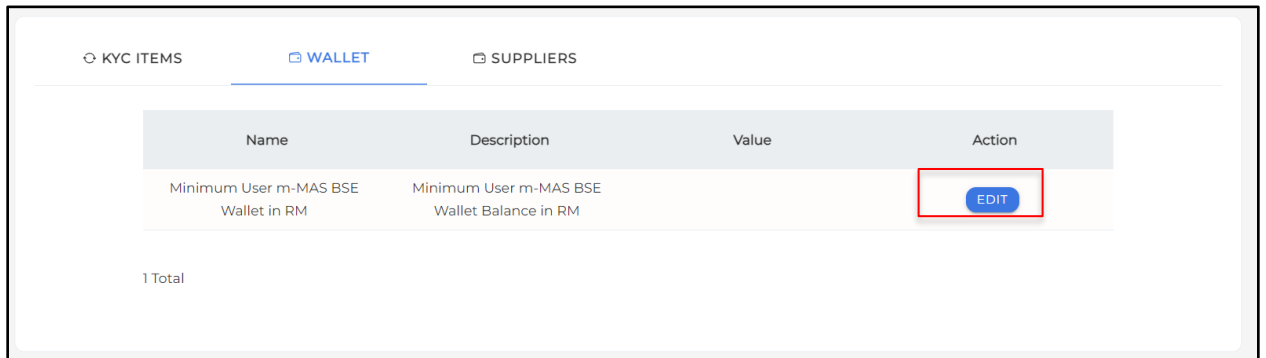
10. Click **Save Change** to save your update.



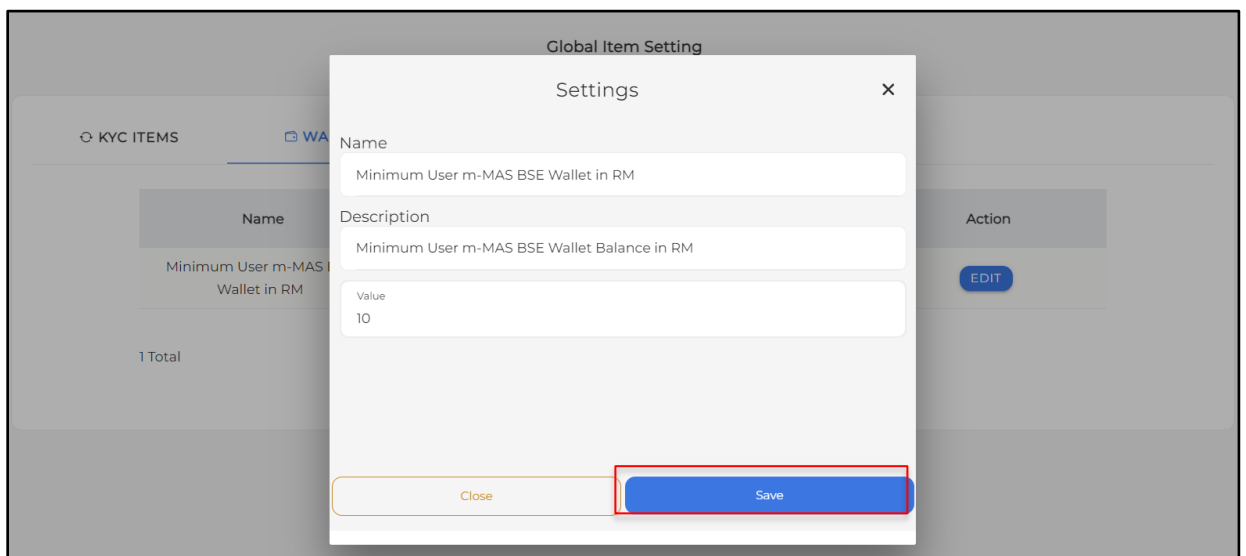
### 4.3.2 Wallet

To set minimum amount in member's m-MAS BSE wallet:

1. Go to **Global Setting > Global Item Settings > Wallet** and Click 'Edit'.



2. Enter the minimum amount and click **Save**.

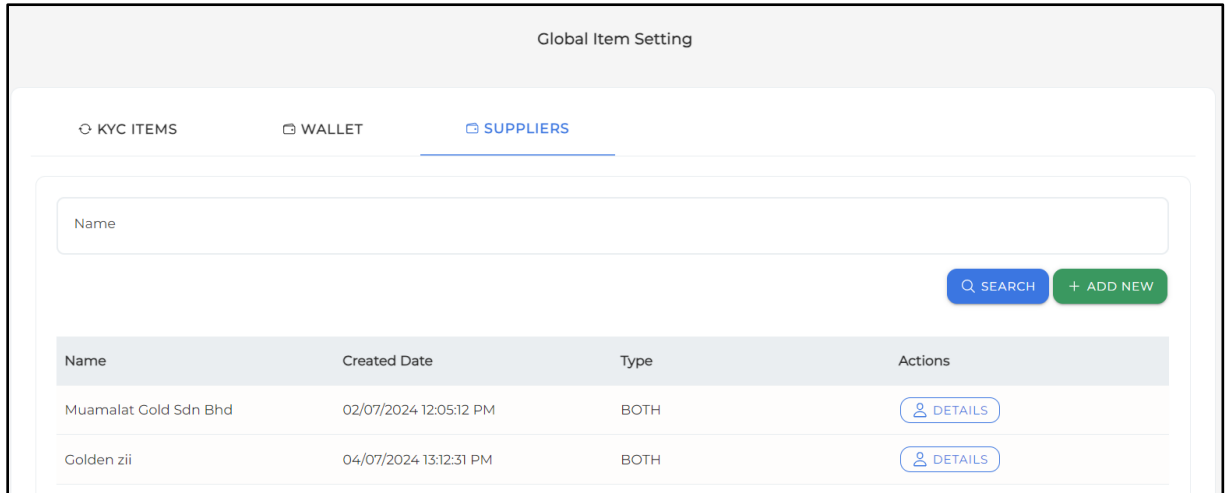


3. The minimum amount for all member's m-MAS BSE wallet has been updated based on your configurations

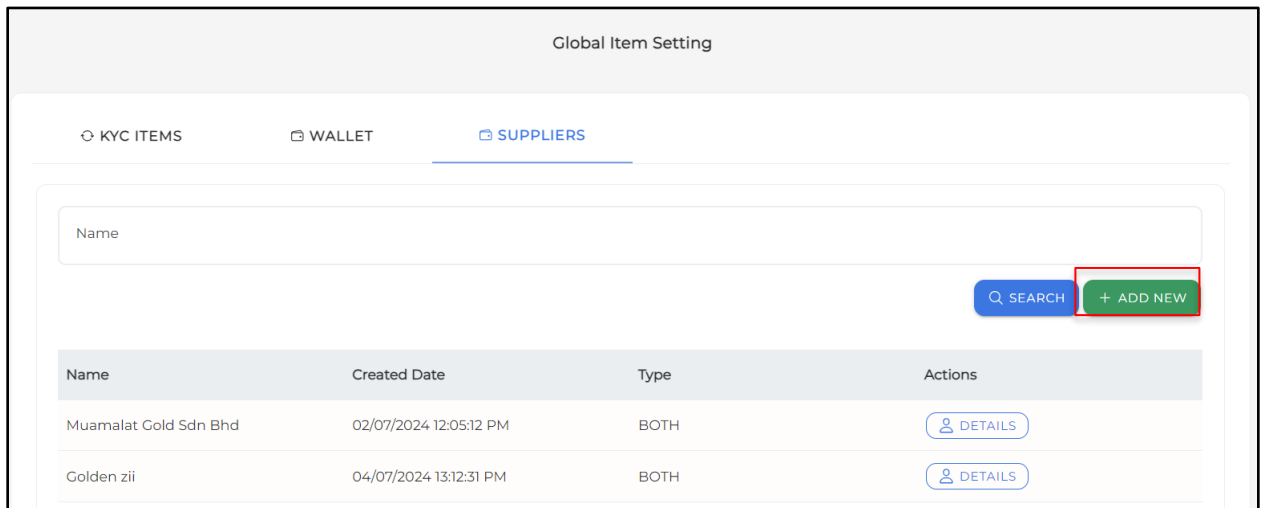
### 4.3.3 Suppliers

To add new suppliers:

1. Go to **Global Setting > Global Item Settings > Suppliers.**



2. Click **Add New**



### 3. Enter Suppliers Name

The screenshot shows the 'Add Supplier' dialog box. At the top, it says 'Add Supplier' with a close button (X). Below that, there's a section for 'Item 1'. Under 'Item 1', there are two input fields: 'Supplier Name\*' containing 'Amry Gold' and 'Supplier Type\*' with a dropdown menu showing 'Gold Mart'. At the bottom, there are two buttons: 'ADD' (highlighted in orange) and 'SAVE CHANGE' (highlighted in blue).

### 4. Choose Supplier Type and click OK

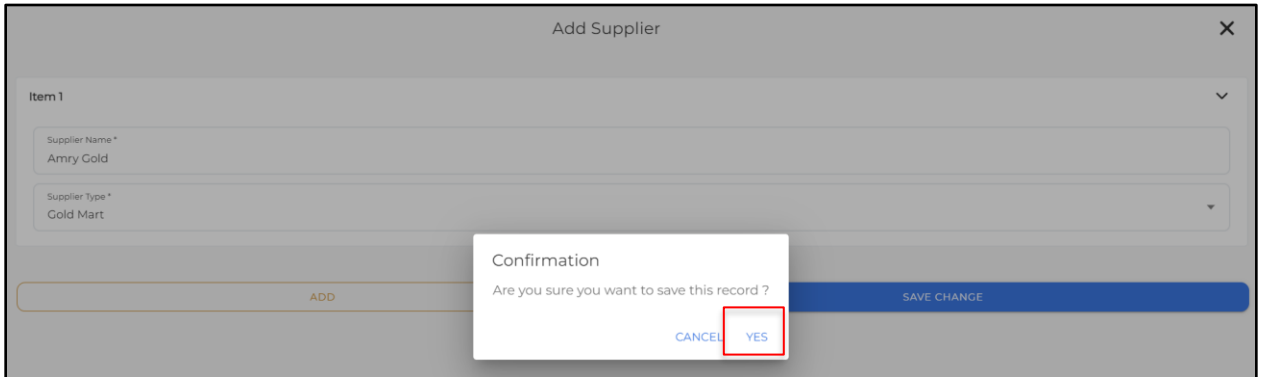
The screenshot shows the 'Add Supplier' dialog box with a 'Supplier Type\*' dropdown menu open. The menu has three options: 'Gold Mart' (selected with a radio button), 'm-Mas Inventory', and 'Both'. At the bottom of the menu are 'CANCEL' and 'OK' buttons. The 'OK' button is highlighted with a red box. The background of the dialog box is dimmed.

Note: Supplier Type is for the coop to choose where to list the supplier's product.

### 5. Click Save Change on the confirmation Message.

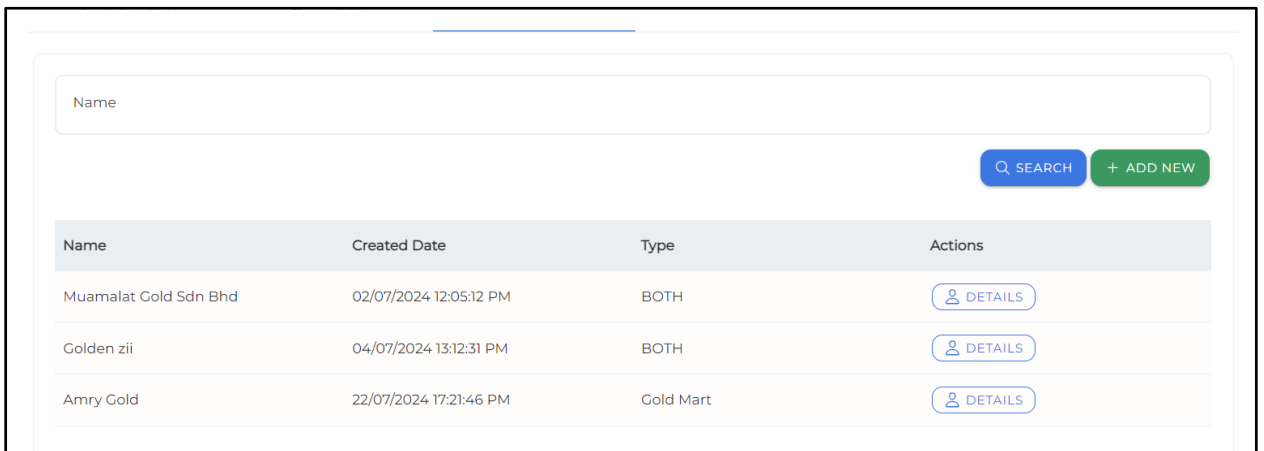
The screenshot shows the 'Add Supplier' dialog box. The 'Supplier Name' field contains 'Amry Gold' and the 'Supplier Type' dropdown is set to 'Gold Mart'. At the bottom, the 'SAVE CHANGE' button is highlighted with a red box.

## 6. Click Yes



The screenshot shows the 'Add Supplier' form with a confirmation dialog box. The form has two input fields: 'Supplier Name\*' with the value 'Amry Gold' and 'Supplier Type\*' with the value 'Gold Mart'. Below the form are two buttons: 'ADD' and 'SAVE CHANGE'. A white dialog box with a grey border is centered over the form, containing the text 'Confirmation' and 'Are you sure you want to save this record?'. At the bottom of the dialog box are two buttons: 'CANCEL' and 'YES'. The 'YES' button is highlighted with a red border.

## 7. The supplier will be successfully listed



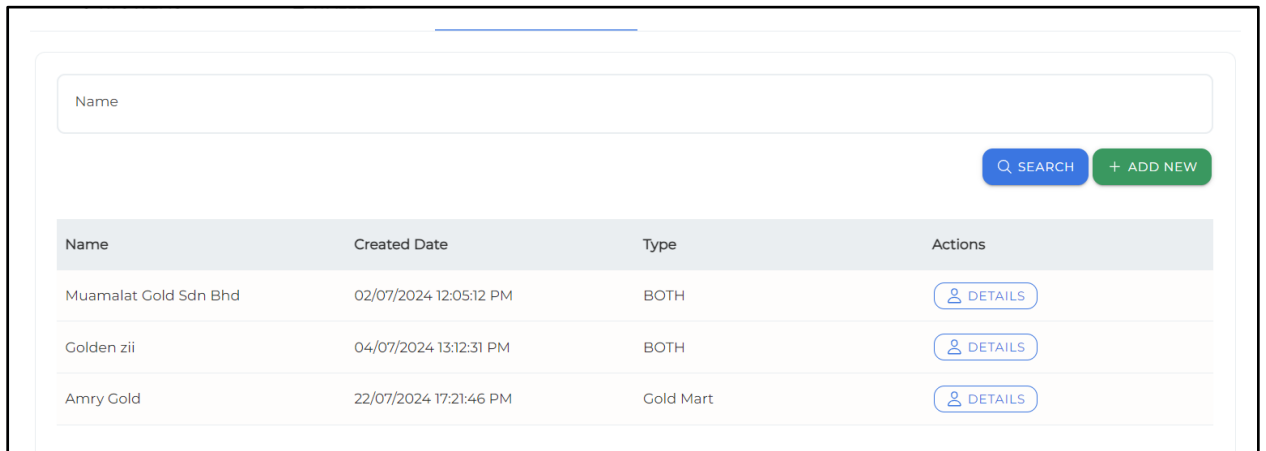
The screenshot shows a table of suppliers. At the top, there is a search bar with the placeholder text 'Name'. To the right of the search bar are two buttons: 'SEARCH' and '+ ADD NEW'. Below the search bar is a table with four columns: 'Name', 'Created Date', 'Type', and 'Actions'. The table contains three rows of data.

Name	Created Date	Type	Actions
Muamalat Gold Sdn Bhd	02/07/2024 12:05:12 PM	BOTH	<a href="#">DETAILS</a>
Golden zii	04/07/2024 13:12:31 PM	BOTH	<a href="#">DETAILS</a>
Amry Gold	22/07/2024 17:21:46 PM	Gold Mart	<a href="#">DETAILS</a>



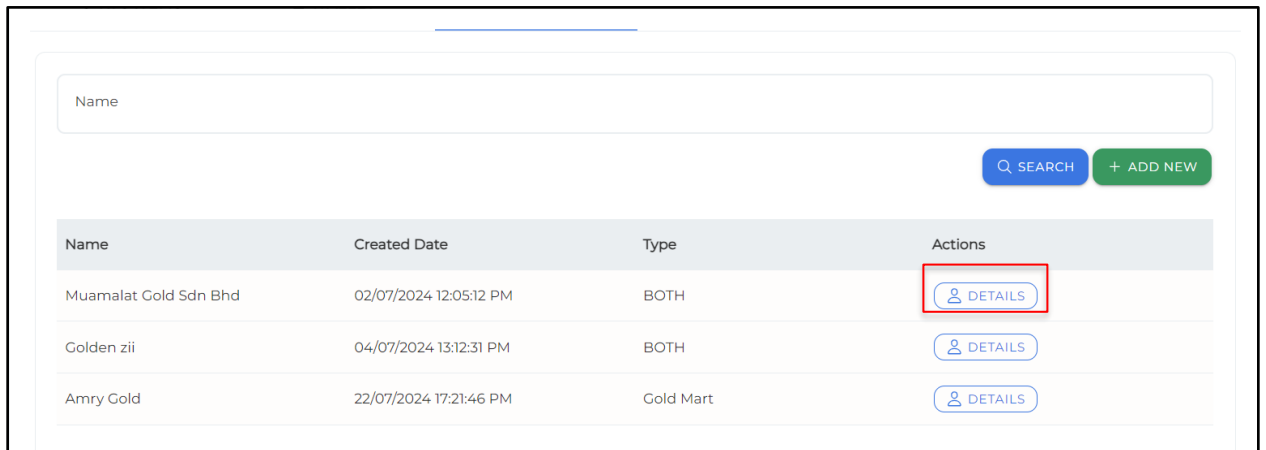
To add supplier's product:

1. Go to **Global Setting > Global Item Settings > Suppliers.**



Name	Created Date	Type	Actions
Muamalat Gold Sdn Bhd	02/07/2024 12:05:12 PM	BOTH	<a href="#">DETAILS</a>
Golden zii	04/07/2024 13:12:31 PM	BOTH	<a href="#">DETAILS</a>
Amry Gold	22/07/2024 17:21:46 PM	Gold Mart	<a href="#">DETAILS</a>

2. Choose preferred suppliers and click **Details**



Name	Created Date	Type	Actions
Muamalat Gold Sdn Bhd	02/07/2024 12:05:12 PM	BOTH	<a href="#">DETAILS</a>
Golden zii	04/07/2024 13:12:31 PM	BOTH	<a href="#">DETAILS</a>
Amry Gold	22/07/2024 17:21:46 PM	Gold Mart	<a href="#">DETAILS</a>

3. Click download here to access the excel template.

Supplier Items

Supplier Name\*  
Amry Gold

Supplier Type\*  
Gold Mart

Supplier Items  
Don't have template? [Download here](#)

Gold Mart List

\*The item with same name will be overridden

UPLOAD FILE  
\*Accept .xlsx file

Name	Price	Gram	Purity	Type
No data found.				

4. Upload the excel file when you are finished inserting the supplier's product in the file.

Supplier Items

Don't have template? [Download here](#)

Gold Mart List

\*The item with same name will be overridden

UPLOAD FILE  
\*Accept .xlsx file

Name	Price	Gram	Purity	Type
Selamat Hari Raya 2 Gold Card	650	2	999.9	Gold Mart
Selamat Hari Raya 3 Gold Card	920	3	999.9	Gold Mart
Selamat Hari Raya 4 Gold Card	1270	4	999.9	Gold Mart
Selamat Hari Raya 5 Gold Card	1500	5	999.9	Gold Mart
Golden Triangle 8	361770	1000	999.9	Gold Mart
Selamat Hari Raya 1 Gold Card	500	1	999.9	Gold Mart

5. You can see the listed product and can reupload it again before you save and Click **Save Change**.

Name	Price	Gram	Purity	Type
Selamat Hari Raya 2 Gold Card	650	2	999.9	Gold Mart
Selamat Hari Raya 3 Gold Card	920	3	999.9	Gold Mart
Selamat Hari Raya 4 Gold Card	1270	4	999.9	Gold Mart
Selamat Hari Raya 5 Gold Card	1500	5	999.9	Gold Mart
Golden Triangle 8	361770	1000	999.9	Gold Mart
Selamat Hari Raya 1 Gold Card	500	1	999.9	Gold Mart

REMOVE

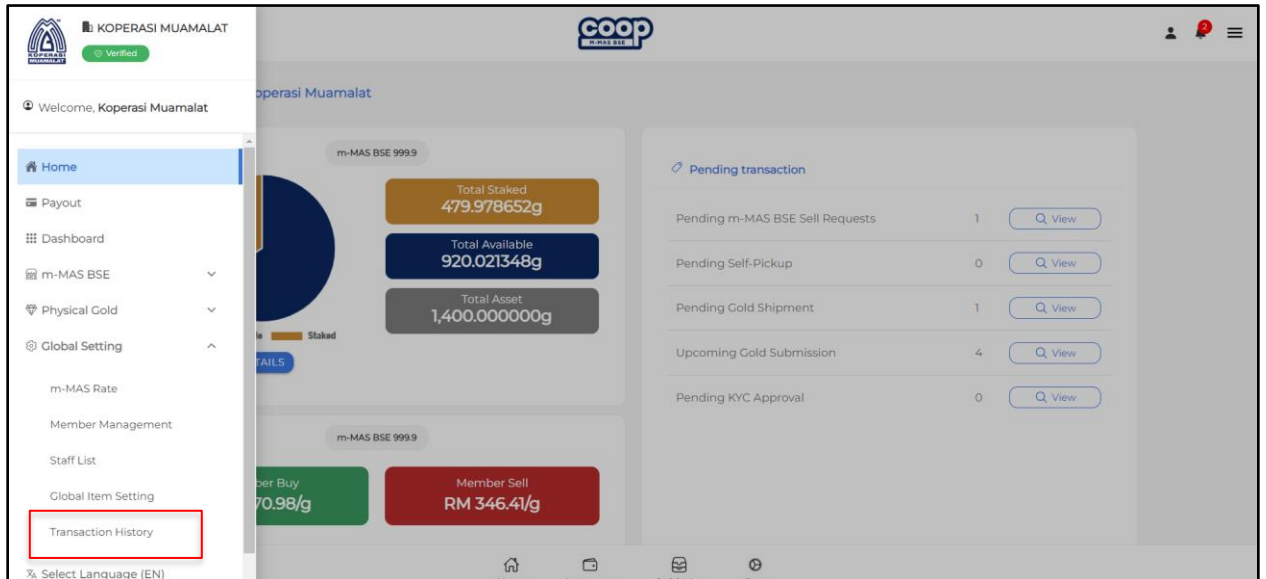
SAVE CHANGE

- You can see the listed product when you want to import for physical or m-MAS BSE gold.

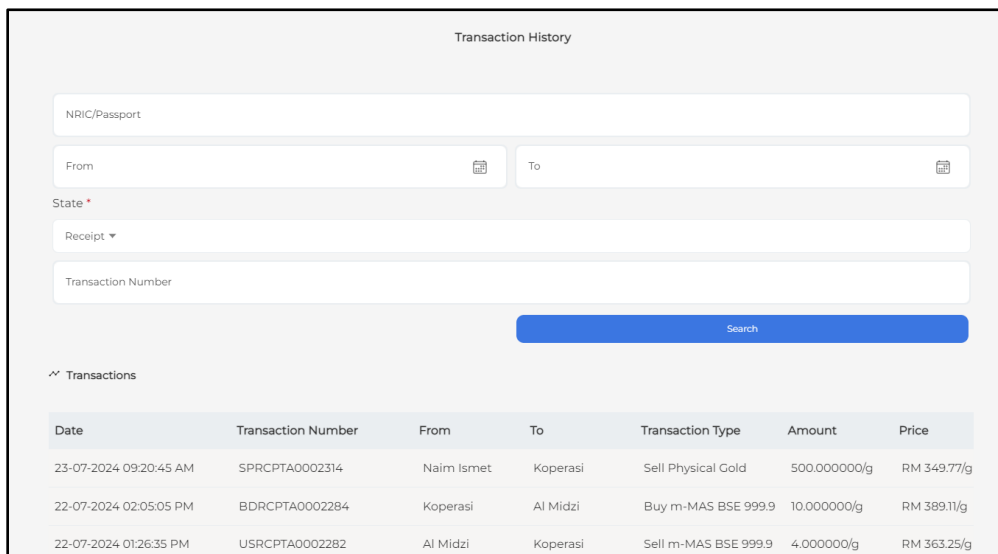
## 4.5 Transaction History

To go to Transaction History:

- Go to **Menu Navigation > Global Settings > Transaction History**.



- You can view all the transactions that have been happening on the platform.



3. You can view the receipt for each transaction by clicking on “Cloud” icon.

The screenshot shows a table of transactions with a search bar at the top right. The table has columns for Transaction Type, Amount, Price, Total Price, Status, and Actions. The first row, 'Sell Physical Gold', has its 'Actions' column containing a cloud icon highlighted with a red box.

Transaction Type	Amount	Price	Total Price	Status	Actions
Sell Physical Gold	500.000000/g	RM 349.77/g	RM 174,885.00	Paid	
Buy m-MAS BSE 999.9	10.000000/g	RM 389.11/g	RM 3,891.10	Paid	
Sell m-MAS BSE 999.9	4.000000/g	RM 363.25/g	RM 1,453.00	Paid	
Staking m-MAS BSE 999.9	100.000000/g	RM 389.11/g	RM 38,911.00	Paid	
Staking m-MAS BSE 999.9	100.000000/g	RM 389.11/g	RM 38,911.00	Paid	

4. You can download the receipt for future references.

The screenshot shows a payment receipt form with the COOP logo at the top. The form contains fields for Receipt No., Date & Time, Name, NRIC/Passport No., and Transaction Type. Below these fields is a table with columns for Item/Product, Weight, and Price. At the bottom, there is a 'Total Payment' field and a 'Download Receipt' button.

**COOP**  
M-MAS BSE

**PAYMENT RECEIPT**  
**RESIT PEMBAYARAN**

Receipt No.  
No. Resit: SPRCPTA0002314

Date & Time  
Tarikh & Masa: 23-07-2024 09:20:45 AM

Name  
Nama: Naim Ismet

NRIC/Passport No.: 031019010258

Transaction Type  
Jenis Transaksi: Sell Physical Gold

Item/Product Item/Produk	Weight Berat (g)	Price Nilai (RM)
Golden Zii 2004 (zii00900192)	500.000000	RM 174,885.00

Total Payment  
Jumlah Bayaran: RM 174,885.00

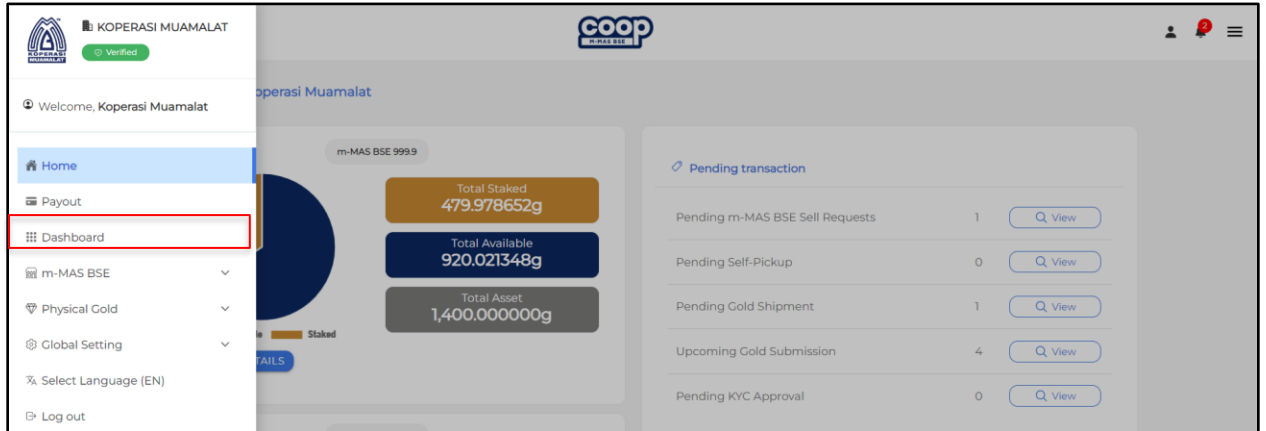
*-This receipt is a computer printout and does not require a signature-  
-Resit ini adalah cetakan komputer dan tidak memerlukan tandatangan-*

[Download Receipt](#) [Ok](#)

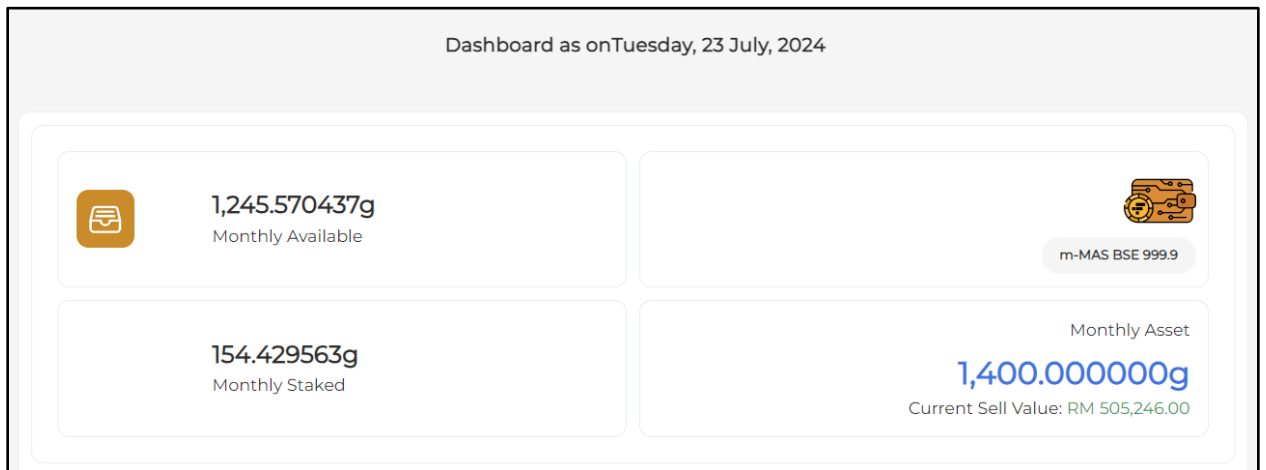
## 5.0 Dashboard

To add new suppliers:

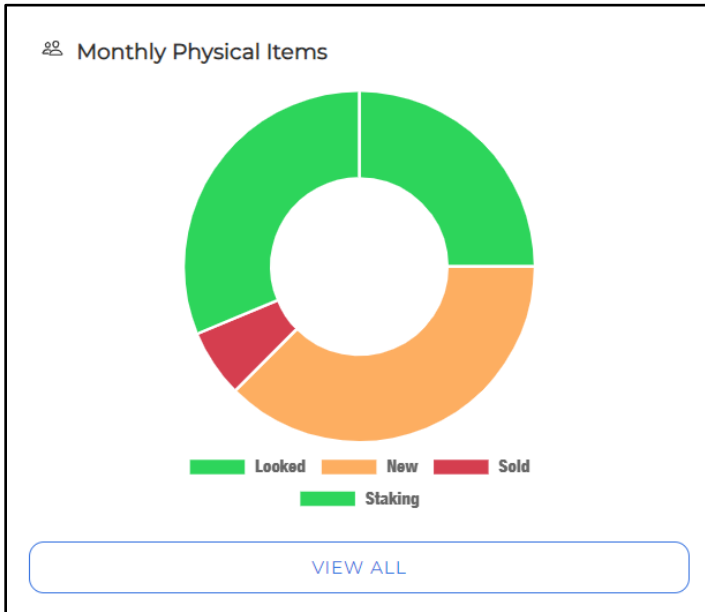
1. Go to **Menu Navigation > Dashboard**.



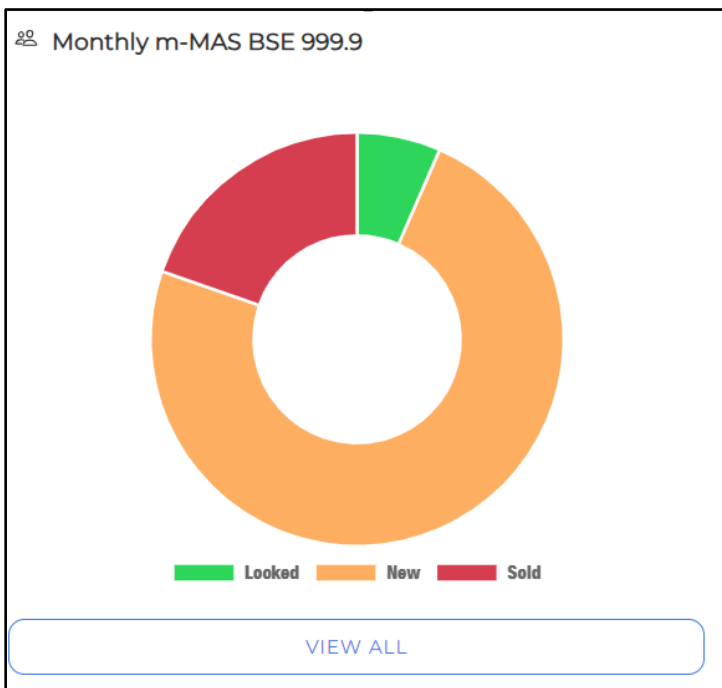
2. This section will display your daily transaction for your m-MAS BSE.



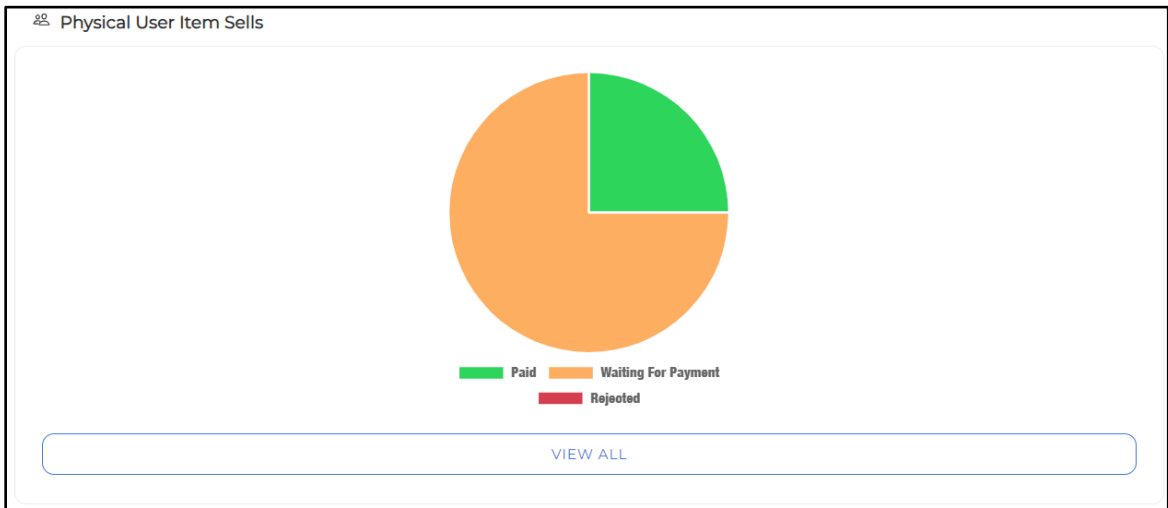
3. **“Monthly Physical Items”** is a chart that summarizes your physical gold transaction that happened for the current month.



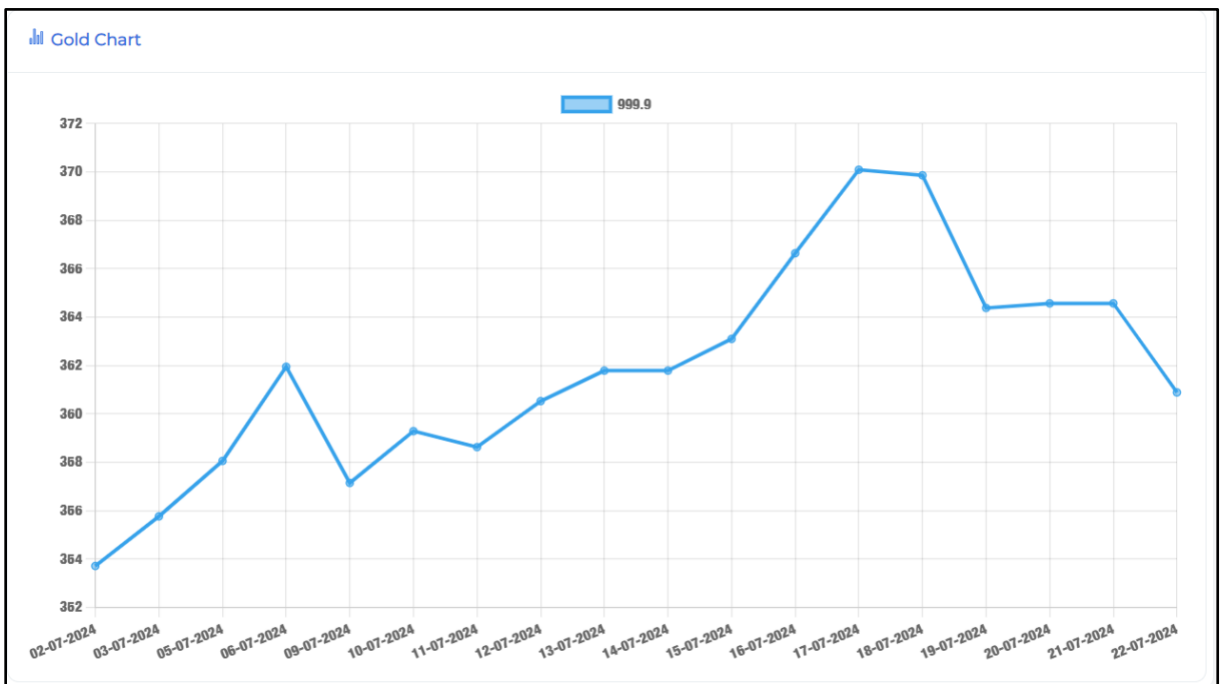
4. **“Monthly m-MAS BSE 999.9”** is a chart that summarizes your m-MAS BSE transaction that happened for the current month.



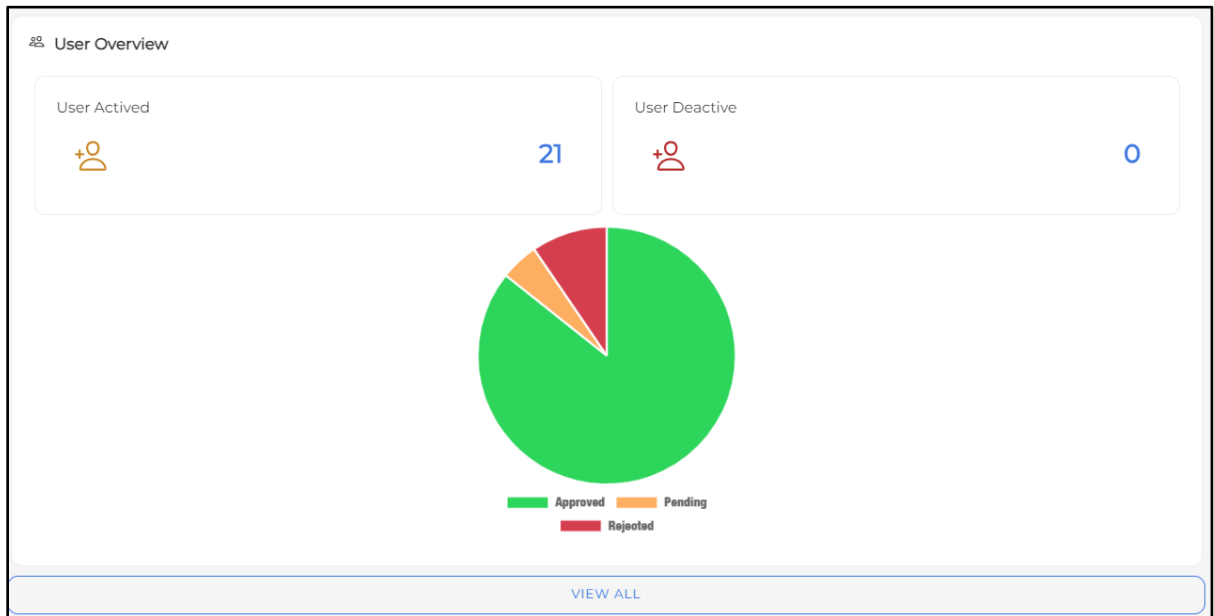
5. “Physical User Item Sells” is a chart that summarizes when members want to sell their physical gold on that current month.



6. “Gold Chart” is to display daily global gold price for your references and analysis.



7. “User Overview” is a summary for the member application that happened for the current month.



8. “Recent Payment” is a summary for your transaction history that happened for the current month.

The "Recent Payment" table displays the following data:

Name	Amount	Status	Transaction Id	Transaction Number	Date
Naim Ismet	500	Success	SPSPA0002313	SPRCPTA0002314	23-07-2024 09:20:45 AM
Al Midzi	360.89	Creating	USA0002312		23-07-2024 09:20:02 AM
11	0.39	Success	UTA0002310	UTRCPTA0002311	22-07-2024 22:14:39 PM
11	0.39	Success	UTA0002308	UTRCPTA0002309	22-07-2024 22:14:11 PM
11	0.39	Success	UTA0002306	UTRCPTA0002307	22-07-2024 22:10:28 PM
11	0.39	Success	UTA0002304	UTRCPTA0002305	22-07-2024 22:03:46 PM
11	0.39	Success	UTA0002302	UTRCPTA0002303	22-07-2024 21:49:32 PM
11	0.39	Success	UTA0002300	UTRCPTA0002301	22-07-2024 21:49:05 PM
11	0.39	Success	UTA0002298	UTRCPTA0002299	22-07-2024 21:42:53 PM
11	0.39	Success	UTA0002296	UTRCPTA0002297	22-07-2024 21:41:55 PM

10 total

A "VIEW ALL" button is located at the bottom of the table.