

Mayflax
YOUR TRUSTED
PHARMACEUTICAL SUPPLIER

2024 ONLINE APP USER GUIDE

Ordering Made Easy



Prepared By:
Mayflax Team



app.mayflax.com



ONLINE APP USER GUIDE

Online Account Registration:

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ONLINE ACCOUNT REGISTRATION FOR EXISTING CUSTOMERS

A) SALES REP METHOD

1. Contact your local sales representative.
2. Make sure to provide your working purchaser email address.
3. Sales rep will relay the message to admin and admin will create account and send password reset link to your mail box.

B) DIRECT EMAIL METHOD

1. Please send email stating intentions to create mayflax online app account, your clinic name and branch, and working purchaser email address to info@mayflax.com.
2. The admin will then create a user on your behalf and then send the password reset email to your mailbox.



MAYFLAX ACCOUNT REGISTRATION FOR NEW CUSTOMERS

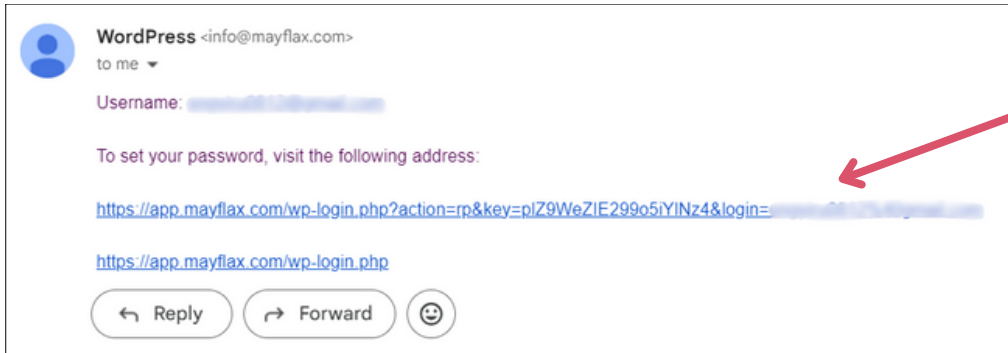
A) DIRECT EMAIL METHOD

1. Please send an email stating intentions to create mayflax account to info@mayflax.com.
2. Fill in the [Mayflax Registration Form](#).
3. Depending on preference, we can also assign a local sales representative to visit your clinic.
4. Proceed with creating Mayflax Online App account.

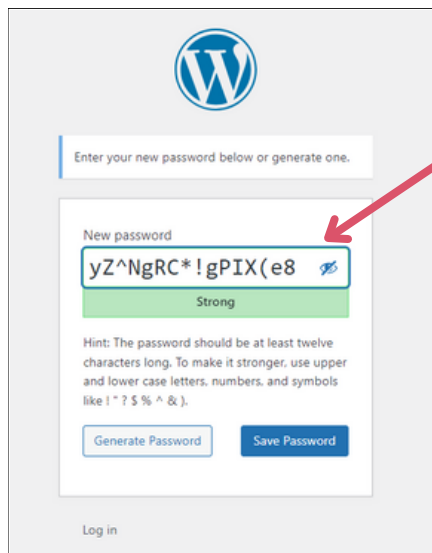


PASSWORD RESET GUIDE (INITIAL)

Once you provide us with the working purchaser email address, we will create account for you and a password reset mail will be sent to your mail box.

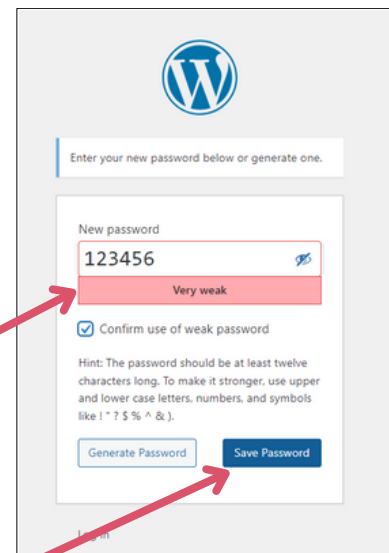


Step R1:
Reset your password by clicking this link



Step R2:
Key in your new password

Step R3 (optional):
If you want to use a short password, tick the box "confirm use of weak password"



Step R4:
Once confirmed, click "Save Password"

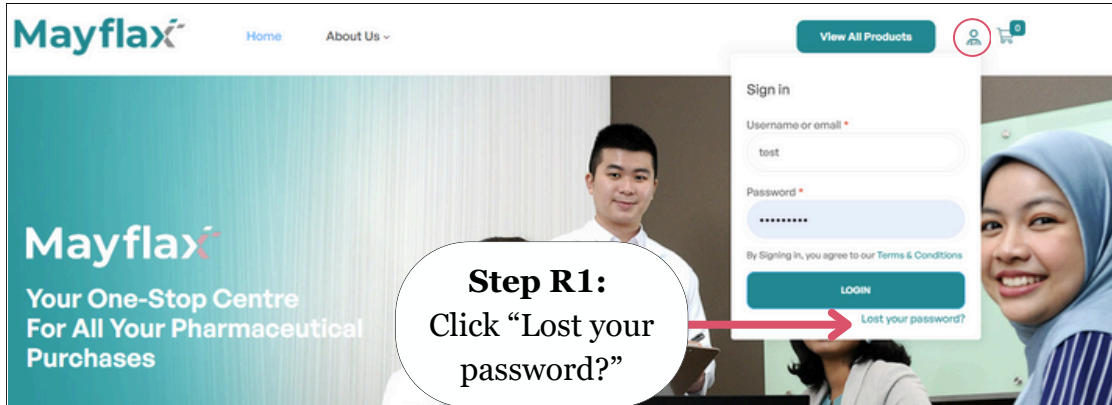


Step R5:
Go to app.mayflax.com by clicking the link below



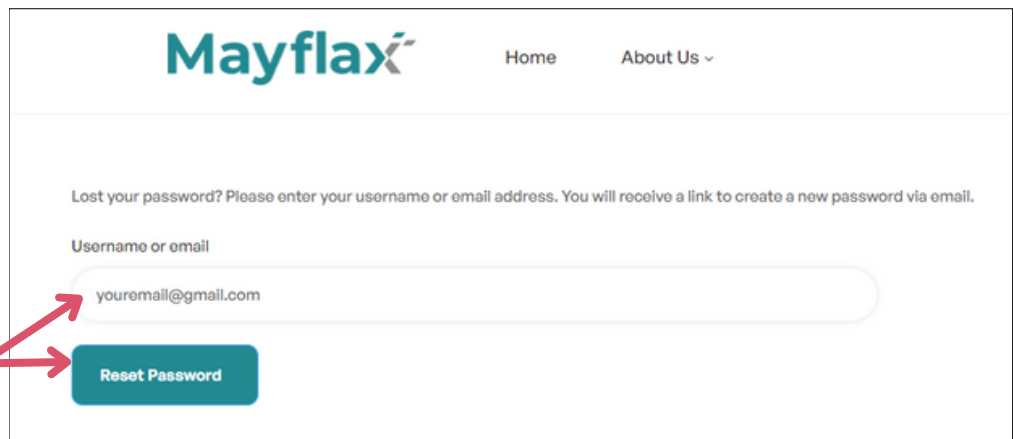
PASSWORD RESET GUIDE (SELF)

Another way to reset password is to click “Lost your password?” in the login tab.



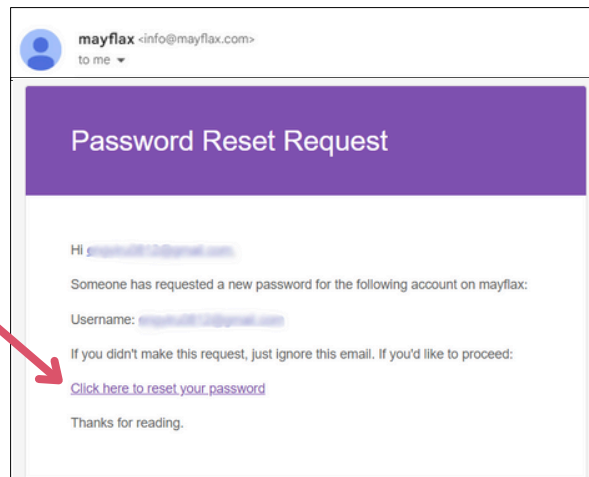
Step R2:

*We used your email as the username for ease of remembering. Key in your email and press “Reset Password”



Step R3:

Check your email and click the link to reset password

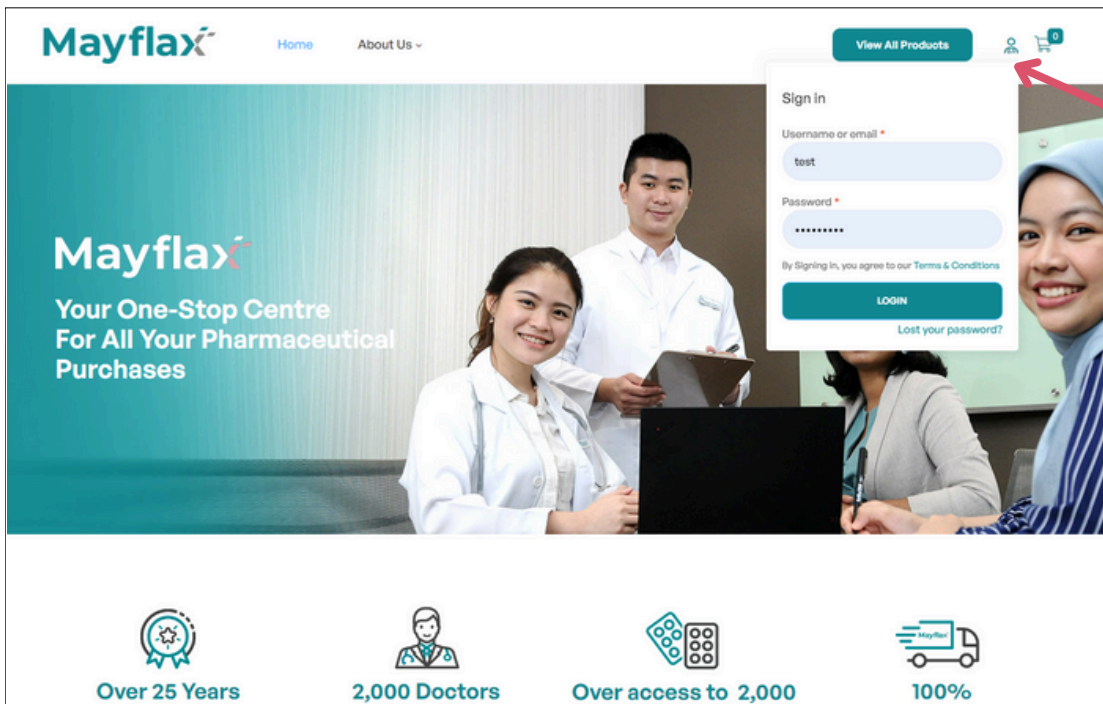


Step R4:

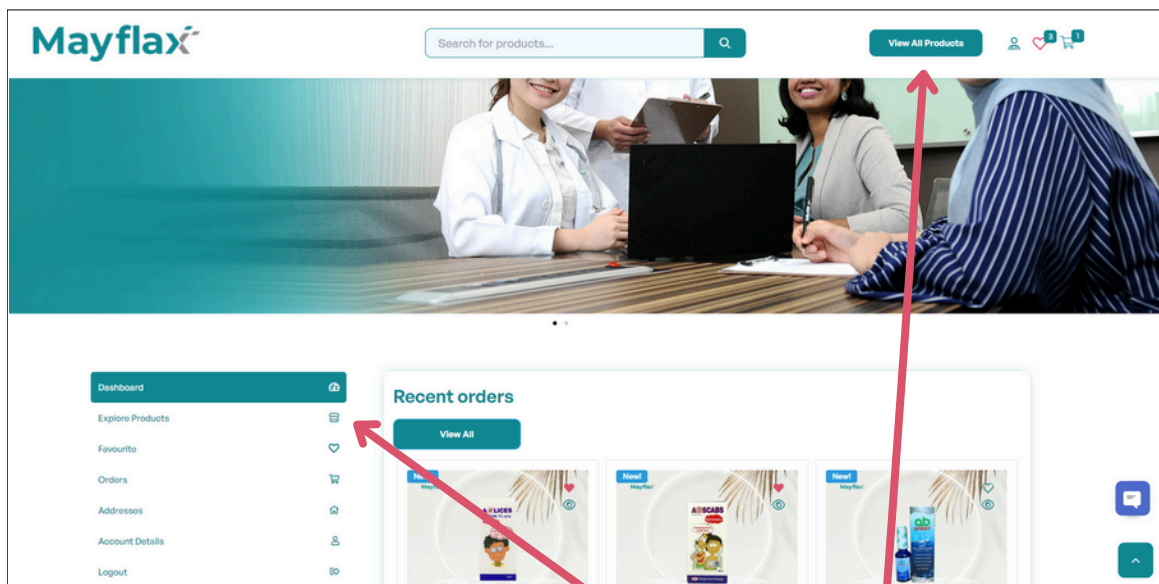
Key in and re-enter new password and press “Save”



LOGIN TO APP.MAYFLAX.COM



Step 1:
Login Using
Verified Account
Username and
Password



Step 2:
Click on “View All Products”
or “Explore Products”



PRODUCT SEARCH & ADDING TO CART

Step 3b:

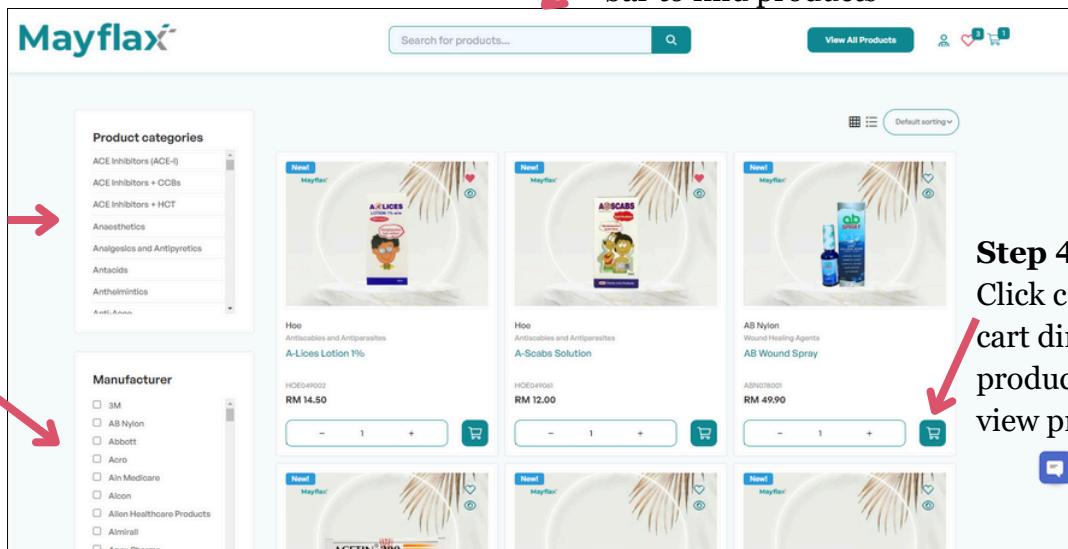
Make use of search bar to find products

Step 3a:

Make use of sorting filters to find products

Step 4a:

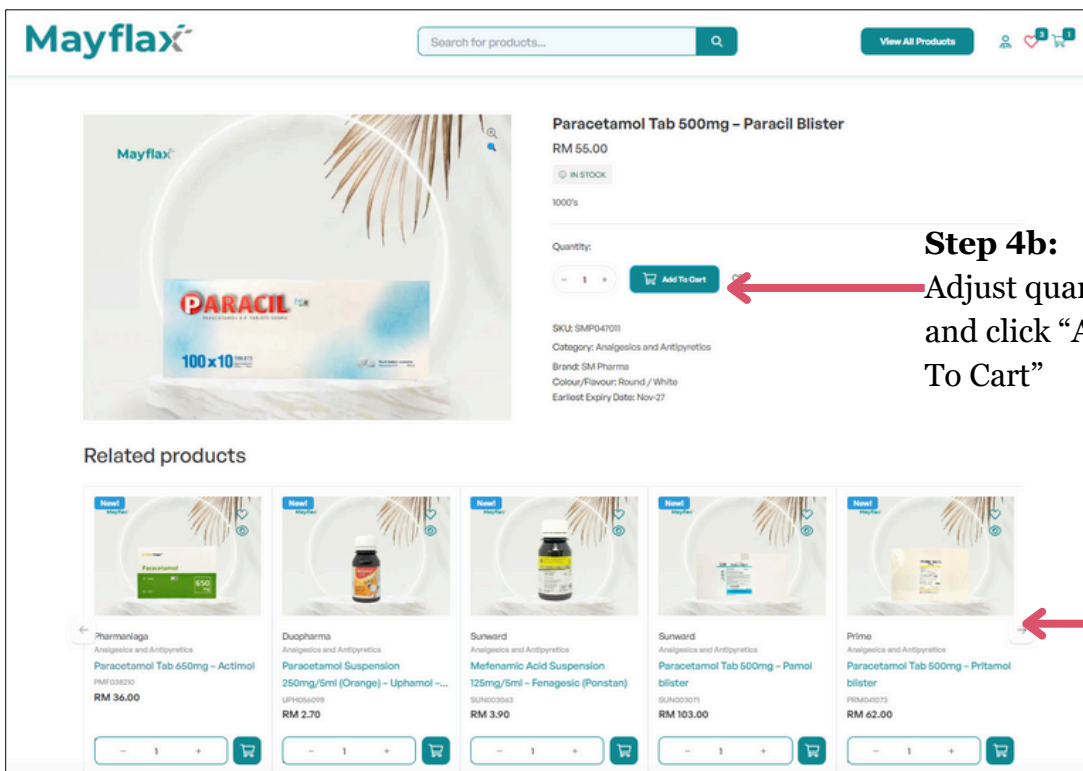
Click cart icon to cart directly, or click product image to view product page



Step 4b:

Adjust quantity and click "Add To Cart"

Related products will be displayed below

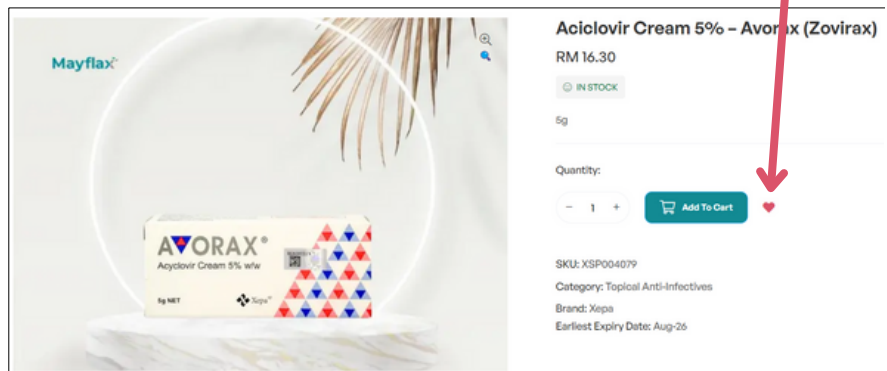


ADDING TO CART THROUGH FAVOURITE LIST (OPTIONAL)



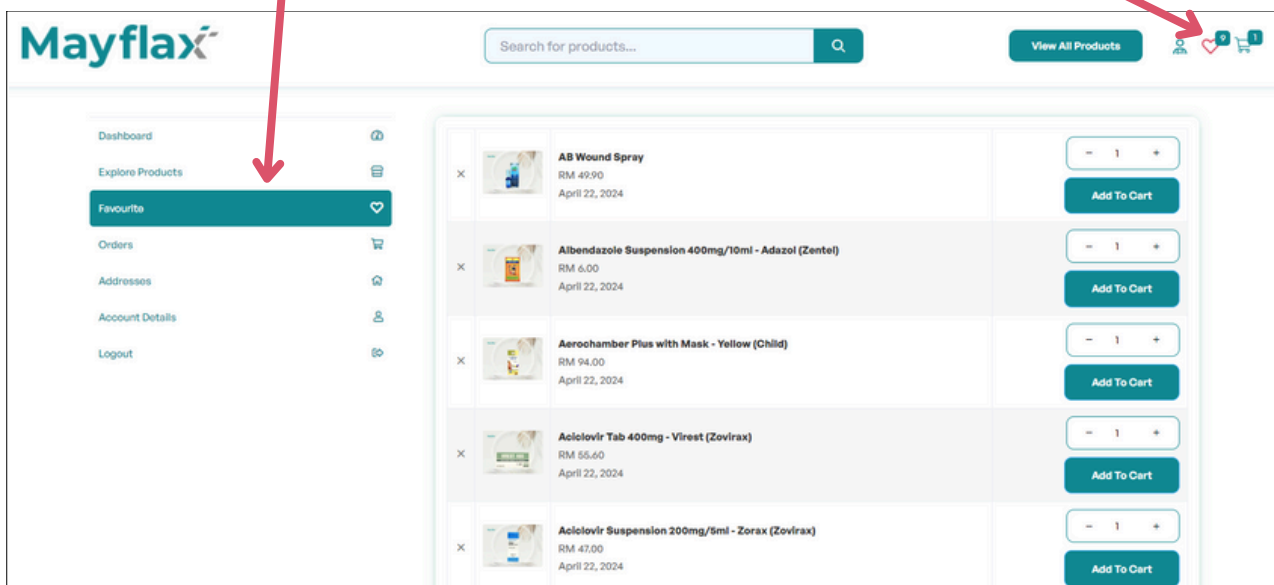
Step 5a:

Throughout the website, there are “♥” icons that can place items into favourite list.



Step 5b:

Click 'Favourite' or “♥” icon to access favourite page



Step 5c:

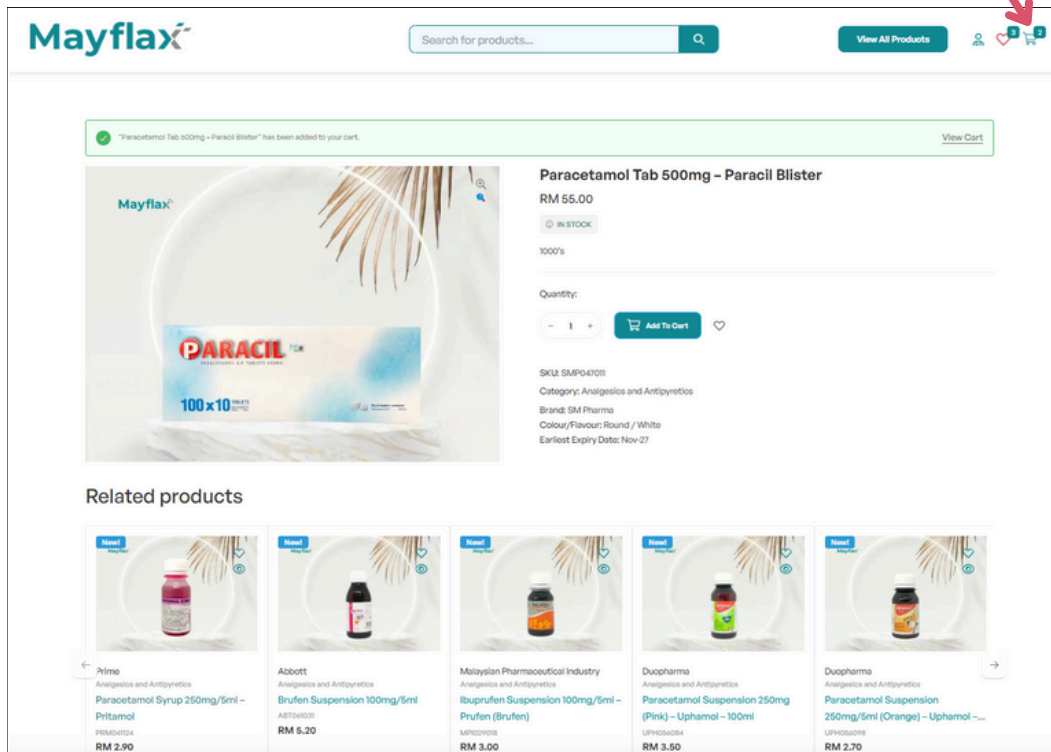
Adjust your quantity and click “Add to Cart” button



VIEWING ITEMS IN CART

Step 6a:

Click the “cart” icon on top bar to view all selected products



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Search for products...

View All Products

"Paracetamol Tab 500mg - Paracil Blister" has been added to your cart. [View Cart](#)

Paracetamol Tab 500mg - Paracil Blister
RM 55.00

IN STOCK

1000's

Quantity: [Add To Cart](#)

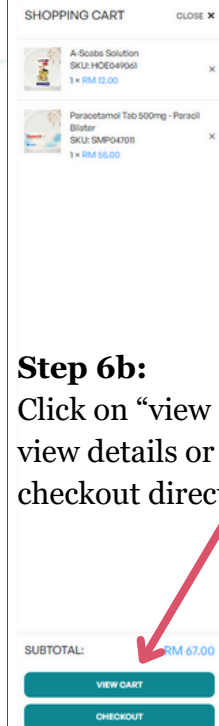
SKU: SMP04701
Category: Analgesics and Antipyretics
Brand: SM Pharma
Colour/Flavour: Round / White
Earliest Expiry Date: Nov-27

Related products

Prime Analgesics and Antipyretics Paracetamol Syrup 250mg/5ml - Pritamol PRM04124 RM 2.90	Abbott Analgesics and Antipyretics Brufen Suspension 100mg/5ml ABT04031 RM 5.20	Malaysian Pharmaceutical Industry Analgesics and Antipyretics Ibuprofen Suspension 100mg/5ml - Prufen (Brufen) MP020108 RM 3.00	Duopharma Analgesics and Antipyretics Paracetamol Suspension 250mg (Pink) - Uphamol - 100ml UPH050284 RM 3.50	Duopharma Analgesics and Antipyretics Paracetamol Suspension 250mg/5ml (Orange) - Uphamol - 100ml UPH050298 RM 2.70

Step 6b:

Click on “view cart” to view details or checkout directly



SHOPPING CART [CLOSE](#)

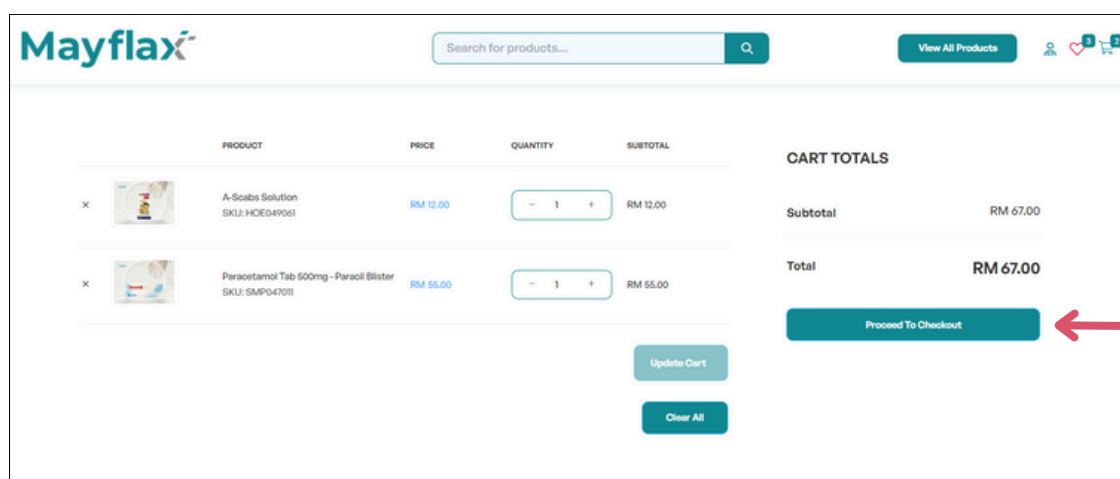
A-Scabs Solution
SKU: HOE049061
1 x RM 12.00

Paracetamol Tab 500mg - Paracil Blister
SKU: SMP04701
1 x RM 55.00

SUBTOTAL: **RM 67.00**

[VIEW CART](#)

[CHECKOUT](#)



PRODUCT	PRICE	QUANTITY	SUBTOTAL
x A-Scabs Solution SKU: HOE049061	RM 12.00	<input type="text" value="1"/>	RM 12.00
x Paracetamol Tab 500mg - Paracil Blister SKU: SMP04701	RM 55.00	<input type="text" value="1"/>	RM 55.00

[Update Cart](#)

[Clear All](#)

CART TOTALS

Subtotal RM 67.00

Total **RM 67.00**

[Proceed To Checkout](#)

Step 7:

Once confirmed, click “Proceed To Checkout”



PLACING ORDER

Step 8a:
Include purchase order reference or delivery instructions (optional)

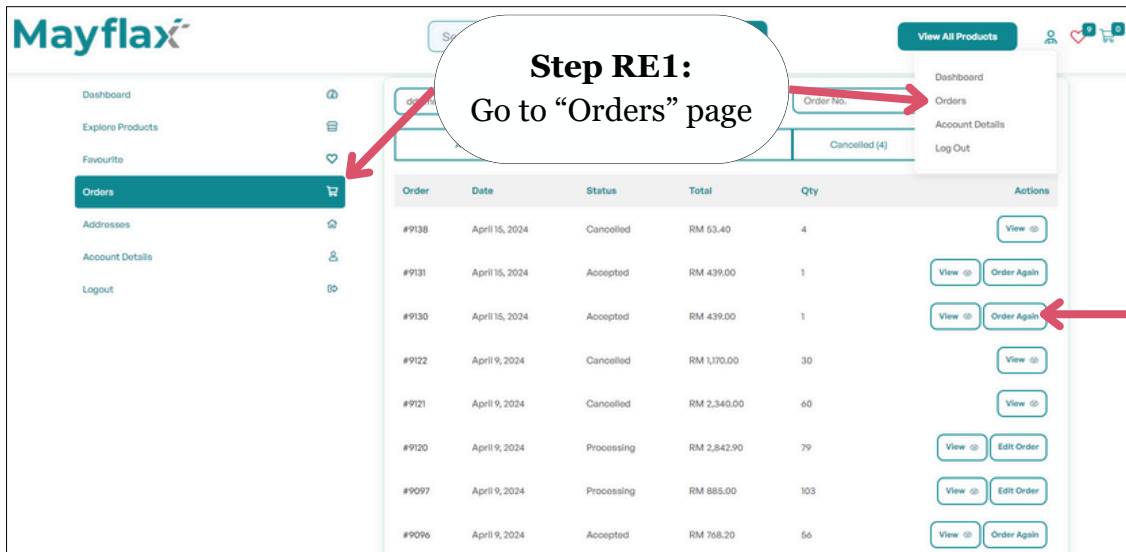
Step 8b:
Click “Place Order”

Order placed successfully !

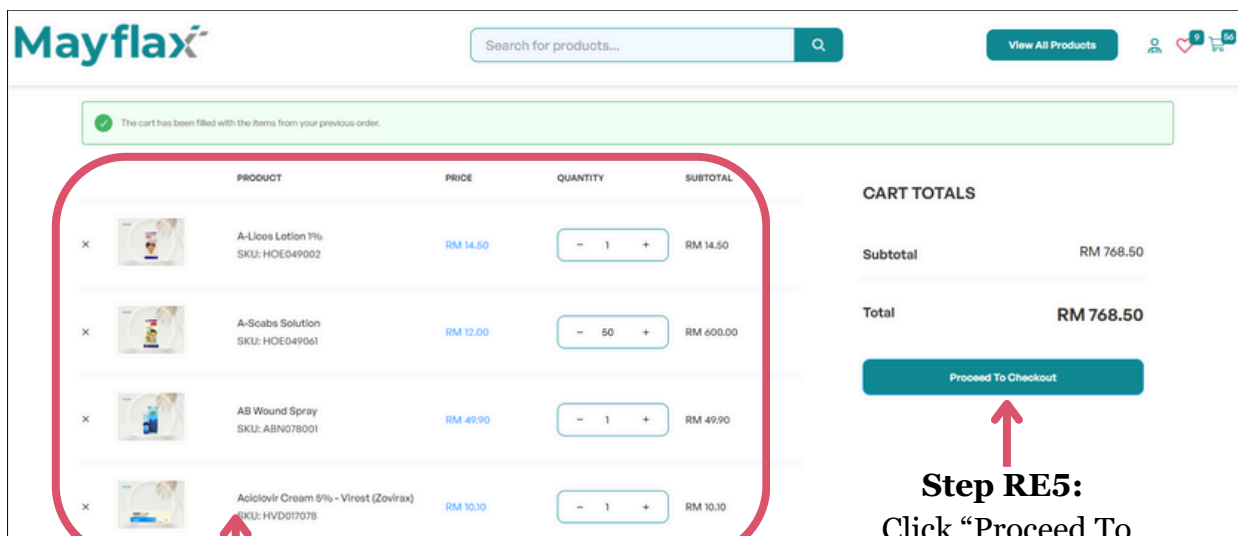
Customers can save a copy of the Sales Order for own reference.
A copy will also be automatically emailed to you.



REORDERING FROM PAST ORDERS

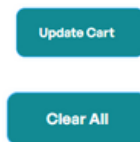


Step RE2:
Find the order to repeat, then click "Order Again"



All the products from previous order will be placed into cart immediately !

Step RE3: (Optional)
You can adjust the quantity then press "Update Cart"



Step RE4: (Optional)
If you change your mind, you can clear everything from the cart instead

EDITING / CANCELLING ORDER

Search for products...

View All Products

Dashboard
Orders
 Account Details
 Log Out

Order	Date	Status	Total	Qty	Actions
#9145	April 12, 2024	Processing	RM 67.00	2	View Edit Order
#9144	April 16, 2024	Processing	RM 0.00	60	View Edit Order
#9143	April 16, 2024	Processing	RM 0.00	30	View Edit Order
#9142	April 16, 2024	Processing	RM 0.00	4	View Edit Order
#9138	April 15, 2024	Cancelled	RM 53.40	4	View
#9131	April 15, 2024	Accepted	RM 439.00	1	View Order Again
#9130	April 15, 2024	Accepted	RM 439.00	1	View Order Again
#9122	April 9, 2024	Cancelled	RM 1,170.00	30	View
#9121	April 9, 2024	Cancelled	RM 3,010.00	60	View
#9120	April 9, 2024	Processing	RM 2,842.00	79	View Edit Order

Step E1:
Go to “Orders” tab from the profile icon

Step E2:
Click on “Edit Order”

Orders can be edited / cancelled as long as the status is not 'accepted'

Search for products...

View All Products

The cart has been filled with the items from your previous order.

A credit of RM 67.00 has been applied to this new order. Feel free to add products to it or change other details such as delivery date.

PRODUCT	PRICE	QUANTITY	SUBTOTAL
x A-Scabs Solution SKU: HCE049061	RM 12.00	0	RM 12.00
x Paracetamol Tab 500mg - Paracil Bilster SKU: SMP047011	RM 55.00	1	RM 55.00

Update Cart
Clear All

CART TOTALS

Subtotal	RM 67.00
Credit	-RM 67.00
Total	RM 0.00

Proceed To Checkout

Step E3:
Adjust the quantity of the order

Step E4:
Click “Proceed To Checkout”



EDITING / CANCELLING ORDER

Step E5:
Click "Place Order"

The old order will be cancelled and the new order will be generated.

Order	Date	Status	Total	Qty	Actions
#9146	April 17, 2024	Processing	RM 0.00	2	View Edit Order
#9145	April 17, 2024	Cancelled	RM 67.00	2	View
#9144	April 16, 2024	Processing	RM 0.00	60	View Edit Order
#9143	April 16, 2024	Processing	RM 0.00	30	View Edit Order
#9142	April 16, 2024	Processing	RM 0.00	4	View Edit Order
#9138	April 15, 2024	Cancelled	RM 53.40	4	View
#9131	April 15, 2024	Accepted	RM 439.00	1	View Order Again
#9130	April 15, 2024	Accepted	RM 439.00	1	View Order Again
#9122	April 9, 2024	Cancelled	RM 1,170.00	30	View
#9121	April 9, 2024	Cancelled	RM 2,340.00	60	View

MINIMUM ORDER CONDITIONS

	IN KLANG VALLEY	OUTSIDE OF KLANG VALLEY
NO COLD CHAIN ITEMS	RM 250	RM 350 (Otherwise RM 20 delivery charges)
COLD CHAIN ITEMS	RM 250	RM 400 (Otherwise RM 25 delivery charges)



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Any Inquiries?

**Please Contact Local
Sales Representative**

or

**Email To Us At
info@mayflax.com**



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Mayflax Team



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