

## User Guide for Online Purchase of School Textbooks for Year 2021

In consideration of the current COVID 19 endemic climate, Pacific Bookstores would like to propose the following procedures for the year end book sale to all our valued customers to ensure a smooth and pleasant purchase experience.

We encourage parents to make their purchase via our new online platform (<https://www.pacificbookstores.com>) with effect from **10<sup>th</sup> November** to **13<sup>th</sup> December 2021**.

This new platform will enable you to purchase with the option of Home Delivery or Self-Collection. Please find the guided procedures for your purchases.

### HOME DELIVERY

- 1) Visit our website (<https://www.pacificbookstores.com>)
- 2) Go to 'Log In / Register' on the top right hand corner
- 3) All customers will need to create and register for an account

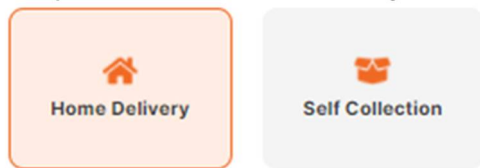


- 4) Upon logging in, customer are required to fill up the below fields to proceed for purchase
  - 1) Select Education Level
  - 2) Select School
  - 3) Select Student Level (Next Year)
  - 4) Mother Tongue

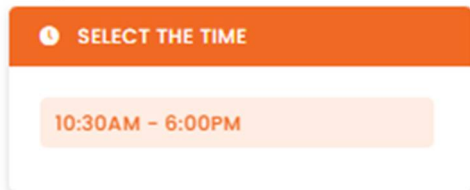
Select Education Level	▼
Select School	▼
Select Student Level (Next Year)	▼
Mother Tongue	▼

- 5) Select Shipment Mode

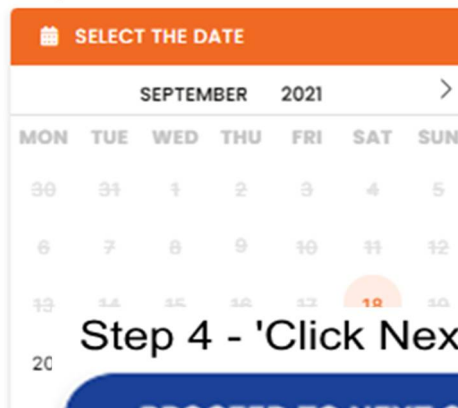
Step 1 - Select 'Home Delivery'



Step 3 - Select 'Time'

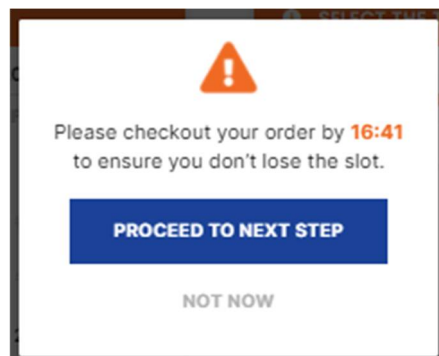


Step 2 - Select 'Date'



Step 4 - 'Click Next Step'

**Step 5** – Complete your order and checkout before the session expires within the **60** minutes.



- 6) Booklist will be shown and customer are required to uncheck the items that '**YOU DO NOT WANT TO PURCHASE**'. When you have completed selecting all your textbooks and stationery, proceed to click '**Next**'

## Exercise Book & Compulsory Items

☐ Select All ☐ Clear All

LABEL : Art   PUBLISHER : NA <b>ACSP 80IBS Drawing Block</b>	<b>SGD1.80</b> - 1 + <input checked="" type="checkbox"/>
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**NEXT >**

- 7) When you arrive at the 'Purchase Details' page, check that all your items are correct. If all items are correct, click on proceed to next step.

### Purchase Details

#### Cart #1

[Edit](#) [Remove](#)

SCHOOL NAME : Anchor Green Primary School  
 STUDENT LEVEL : PRIMARY 1  
 MOTHER TONGUE : Chinese

BOOK NAME <b>ACSP 80IBS Drawing Block</b>	<b>SGD 1.80</b>	×
BOOK NAME <b>ACSP A3 20 Pocket - My Art Portfolio</b>	<b>SGD 8.50</b>	×
BOOK NAME <b>Pilot Twin Permanent Marker Black</b>	<b>SGD 1.50</b>	×
BOOK NAME <b>Bostik Glue Stick 8g</b>	<b>SGD 1.20</b>	×
BOOK NAME <b>A3 Art Bag</b>	<b>SGD 7.50</b>	×
BOOK NAME <b>A4 Whiteboard Set</b>	<b>SGD 4.60</b>	×

#### Order Summary

Home Delivery 18 September 2021  
10:30AM - 6:00PM

Subtotal SGD49.00

**Total SGD49.00**

Please checkout your order by **9 September 2021, 4:44 PM** to ensure you don't lose the slot.  
 Time remaining : **49 minutes 0 seconds**

**PROCEED TO NEXT STEP**

[Add New Cart](#)

- 8) For Home Delivery option, customer will need to fill the shipping information. A shipping/delivery charge of \$13.80 will be added. Select your preferred mode of payment: Credit Card / PAYNOW and click 'Place Order Now'

### Shipping Address

Postcode	Unit No.	<input type="checkbox"/> Do not have Unit No.
Address 1		
Address 2		
Singapore		

Payment Method	
<input type="radio"/> Pay Now	<b>PAYNOW</b>
<input type="radio"/> Credit Card	<b>VISA</b>
There is 2% charge of admin fees.	
Order Summary	
Subtotal	SGD49.00
Shipping	SGD13.80
<b>Total</b>	<b>SGD62.80</b>
Inclusive GST (8%)	SGD 4.65
<input type="text" value="Enter promo code"/>	<b>APPLY</b>

☐ I agree to the terms & conditions.

**PLACE ORDER NOW**

- 9) Customer to check the ordering information is correct. Click 'Proceed to Payment' to checkout

### Order Summary

EDUCATION LEVEL :  
**Primary**  
SCHOOL NAME :  
**Pioneer Primary School**  
ORDER ID :  
**1001**  
FIRST NAME :  
**UI**  
CONTACT NUMBER :  
**0123456789**  
PAYMENT METHOD :  
**Pay Now**  
ORDER STATUS :  
**Pending**

STUDENT LEVEL :  
**PRIMARY 3 (STANDARD)**  
MOTHER TONGUE :  
**Chinese**  
LAST NAME :  
**C**  
EMAIL ADDRESS :  
**adi**  
ORDER DATE & TIME :  
**16 September 2021, 10:12**

### Shipping Address

ADDRESS 1 :  
**14, LTC BUILDING C**  
ADDRESS 2 :  
**ARUMUGAM ROAD**  
POSTCODE :  
**409959**  
CITY :  
**SINGAPORE**  
COUNTRY :  
**SINGAPORE**

DELIVER BY :  
**YAMATO**


Delivery Info	
Delivery Method	Home Delivery
Delivery Date	27 September 2021
Delivery Time Slot	10:00AM - 6:00PM
Order Summary	
Subtotal	SGD299.35
Shipping	SGD13.80
<b>Total</b>	<b>SGD313.15</b>
Inclusive GST (8%)	SGD 23.20
<b>PROCEED TO PAYMENT</b>	
*Note - all order payment currency will be paid by "Singapore Dollar (SGD)".	

10) For Credit Card payments, you will have to complete your credit card / debit card details

### PACIFIC BOOKSTORES PTE.LTD

Secure payment 

Card number \*




Expiry month \* Expiry year \*

MM

YY

Cardholder name \*

Security code \*

 3 digits on back of your card

Order details

Order for PBS10006039

TOTAL SGD: \$20.20

The next screen you see may be payment card verification through your card issuer.

[Cancel](#)

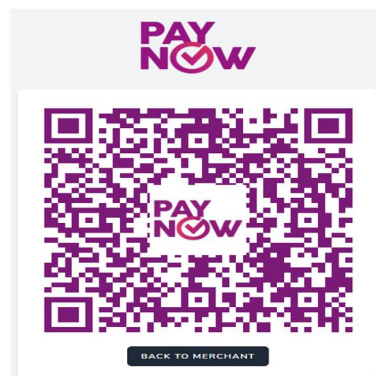
[Pay now](#)

11) For PAYNOW payments, please scan the QR code to proceed for payment.

Step 1. Login to your banking app

Step 2. Select PAYNOW on your banking app

Step 3. Scan QR code using banking app to make payment.



11) You will receive a confirmation email once you have successfully made your payment. An invoice will be attached together with your confirmation email. Alternatively, you may also print your invoice from Pacific Bookstores website under your User Account -> Orders