

## 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 11<sup>th</sup> October 2021 to 15<sup>th</sup> October 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'

Home Delivery

Self Collection

Step 3 - Select 'Time'

SELECT THE TIME

10:30AM - 6:00PM

Step 2 - Select 'Date'

SELECT THE DATE

SEPTEMBER 2021

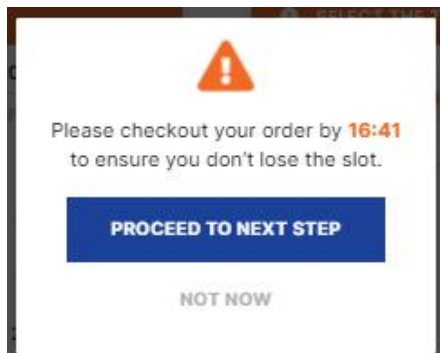
MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

10

Step 4 - 'Click Next Step'

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

**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	Price	Action
ACSP 80IBS Drawing Block	SGD 1.80	×
ACSP A3 20 Pocket - My Art Portfolio	SGD 8.50	×
Pilot Twin Permanent Marker Black	SGD 1.50	×
Bostik Glue Stick 8g	SGD 1.20	×
A3 Art Bag	SGD 7.50	×
A4 Whiteboard Set	SGD 4.60	×

#### 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.   Do not have Unit No.

Address 1

Address 2

Singapore

#### Payment Method

Pay Now **PAYNOW**

Credit Card **VISA**

There is 2% charge of admin fees.

#### Order Summary

Subtotal SGD49.00

Shipping SGD13.80

**Total SGD62.80**

Inclusive GST (8%) SGD 4.65

Enter promo code [APPLY](#)

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 : <b>Primary</b>	STUDENT LEVEL : <b>PRIMARY 3 (STANDARD)</b>
SCHOOL NAME : <b>Pioneer Primary School</b>	MOTHER TONGUE : <b>Chinese</b>
ORDER ID : <b>1001</b>	LAST NAME : <b>C</b>
FIRST NAME : <b>UI</b>	EMAIL ADDRESS : <b>adi</b>
CONTACT NUMBER : <b>0123456789</b>	ORDER DATE & TIME : <b>16 September 2021, 10:13</b>
PAYMENT METHOD : <b>Pay Now</b>	
ORDER STATUS : <b>Pending</b>	

#### Delivery Info

**Delivery Method** Home Delivery

**Delivery Date** 27 September 2021

**Delivery Time Slot** 10:00AM - 6:00PM

#### Shipping Address

ADDRESS 1 :  
**14, LTC BUILDING C**

ADDRESS 2 :  
**ARUMUGAM ROAD**

POSTCODE :  
**409959**

CITY :  
**SINGAPORE**

COUNTRY :  
**SINGAPORE**

#### Order Summary

Subtotal SGD299.35

Shipping SGD13.80

**Total SGD313.15**


Inclusive GST (8%) SGD 23.20

[PROCEED TO PAYMENT](#)



\*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 PBS100006039

TOTAL SGD: \$20.20

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

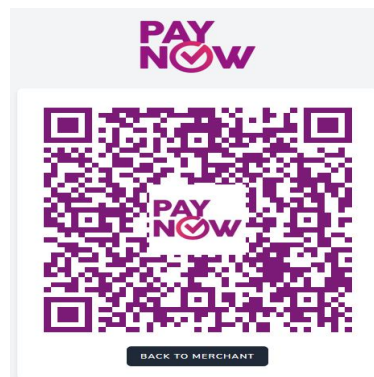
[Cancel](#) [Pay now](#)

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