

# **ONLINE ORDERING GUIDE**

1) Please go to our website <u>www.asencio.com.sg/</u>

- For new time user: Click on Login to do a one-time registration.\*
- \* You MUST provide your child's details in your account in order to view and purchase the required items.
  - > For existing users: Please login with your ID and password.
  - > For existing users: Forget password, click on the lost password to rest the password

Below are the steps to register an online account:

### **How to Register**

#### Step 1 - Create an account through Register or Connect with Facebook/Google

	Size Selection FAQ About Us Contact Us 🙎 Login / Register 🍞 🗨 🔍
Login or Register	Hume / Login or Register
Login	Register
Welcome back, please login to your account.	Let's get you onboard. How to register First Name
Username Password	Last Name
Log in	User Email
Or  Login with Facebook  Con  Login with Google	User Password <u>*</u> Confirm Password <u>*</u>
	75 Register
	Or
	Cogin with Facebook Cogin with Google

#### Step 2 - After login to your Dashboard, click on Account Holder Info

	Online Purchase Size Selection FAQ About Us Contact Us My Account 🖴 Logout 🗮 🔵 Q
My account	Hame / My account
<ul> <li>Hello noelle (not noelle? Sign Out)</li> </ul>	Need Assistance? Visit our FAQ or Live Chat
Dashboard >     Account holder info	Dashboard
Orders	Hello noelle (not noelle? Log out)
Payment methods	From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details.
Addresses	Update your 🕇 Account holder info before you start your purchase.
Account Details	
Logout	

## <u>Step 3 – Enter child's info.</u>, then Click Submit and you will be able to browse the products related to your school

Hello Carol Need Assistance? Visit our FAQ or Live Chat (not Carol? Sign Out)			hat		📕 VIEW CART		
Dashboard	Account holder info	Orders	Payment methods	Addresses	Account Details	Logout	
Child information							
First Name *				Last Name *			
Carol		Lau	Lau				
Mobile number*		How many child?	How many child? *				
98324917		1	1				
Name Of Student	•			Child BC Last 4 /	Alphanumeric *		
Serene Ng				761S			
Your child's schoo	ı.•			Class/Center *			
Jun Yuan Secondary School 🗸 🗸			* S2	S2			

Submit

## Step 4 - Online Purchase - Please select the item of your choice.

Select the size(s) that you'd like to purchase. Press the plus(+) or minus(-) button to increase or decrease the quantity to purchase. Then click "Add to cart".



Arryvan Secondary Unions PET Shirt Internation forout dary forches Artplat Los ridary Unives PE Short's **Artysian Secondary Union Shirt** \$2.00 (may reduin (Ph. 55)) \$8.50 Crow Holder TH.C.S.F. \$8.50 (maximum PE.CO) \$10.50 \$13.00 Here million 7% CC? III Dotaile HO-MARK (Column O Tasket aptrove O Solard options O Subst spttom O Select system. I Dotally **Step 5** – When you are done, you can click on the shopping cart icon

to view your cart or to check out directly.

😣 "Junyuan Seconda	#Junyuan Secondary Unisex White Shoes" has been added to your cart.					
You Have	4 Items In Your Cart					
Product		Price	Quantity	Subtotal		
T	Junyuan Secondary Unisex Shirt - 17	\$12.00	- 1 +	\$12.00	×	
	Junyuan Secondary Female Skirt - 36	\$13.00	- 1 +	\$13.00	×	
~	Junyuan Secondary Socks - OF	\$2.00	- 1 +	\$2.00	×	
Z	Junyuan Secondary Unisex White Shoes - 38	\$18.00	- 1 +	\$18.00	×	

Have A	Promotional Code?	Cart totals		
Coupon co	de	Apply coupon	Subtotal	
			Total	

Cart totats	
Subtotal	\$45.00
Total	\$51.54 (includes \$4.28 GST 9%)
	Update cart
	Proceed to checkout

**Step 6** – Please check that you have provided the full and correct shipping information (especially contact number and shipping address) to ensure that your order can reach you safely and on time.

	Online Purchase	Size Selection	FAQ	About Us	Contact Us	My Account	🔓 Logout	₩0	۹
Checkout							1.	Home / 2. Che	eckout
<ul> <li>Hello Carol (not Carol? Sign Out)</li> </ul>	Need Assistance? Visit our FAG	Q or Live Chat				TR VIEW CAR	т		
Have A Promotional Code	e?				Coupon code	2	Apply c	oupon	
Billing & Shipping Details	;		□ Shi	ip to a dif	fferent ad	dress?			
First name <u>*</u>	Last name .*								
Carol	Lau								
Phone .*									
Email address <u>*</u>									
carollau1965cl@gmail.com									
Street address *									
Block number & street name									
Unit number									
Building name (optional)									
Postcode / ZIP									
Country / Region * Singapore									

**Step 7** - After keying in your shipping information, please review your order before making payment. Once you are ready, you would need to key in your credit card details, and then click "Place order" to proceed for payment. Shipping – Flat Rate \$6.54

Delivery I	nformation				
Your orde	r				
Product			Subtotal		
T	Junyuan Secondary Unisex Shirt - 17 × 1		\$12.00		
A	Junyuan Secondary Female Skirt - 36 × 1		\$13.00		
~	Junyuan Secondary Socks - 0F × 1		\$2.00		
Z	Junyuan Secondary Unisex White Shoes - 38 $\times 1$		\$18.00		
		Subtotal	\$45.00		
		Shipping	Rat rate: \$6.54 My First Home Delivery: \$6.54		
		Total	\$51.54 (includes \$4.26 GST 9%)		
PayNow QR & C	iredit Card				
Your personal d	ata will be used to process your order, support your experience throughout this website	e, and for other purposes de	scribed in our privacy policy.		
If your order con first, kindly place	isists of BOTH backorder and in-stock items, all items will only be shipped when the b e a separate order for the backorder items.	ackorder item arrives. If you	would like the in-stock item(s) to be shipped		
ALL UNIFORMS EXCHANGE MUST BE DONE within 14 calendar days from receiving your order from our courier partner, the exchange is to be done through mailing or walk- in to the showroom.					
PLEASE CHECK THROUGH YOUR ORDER BEFORE MAKING PAYMENT. THERE IS STRICTLY NO REFUND AFTER SUCCESSFUL PAYMENT.					
PLEASE BE PUNCTUAL FOR YOUR SELECTED SELF COLLECTION DATE AND TIME AS THE APPOINTMENT IS FIXED DUE TO LIMITED SLOTS.					
Customers shou	Id be able to receive their order within 7 to 10 working days after successful payment of	except for textbooks orders	which is indicated in the list.		
I have read a	ind agree to the above statement and the website terms and conditions.*		Place order		

**Step 8** - Once your payment is successful, you will receive an automated email from our system with your order details. Do check your inbox, junk mail and spam folder for the email.

Showroom address for walk-in purchase:	For enquiries:
120 Hillview Avenue #05-02 Kewalram Hillview	Phone: 67643102
Singapore 669594	Email: wwss@asencio.com.sg
Operating hours: 9am – 5pm (Mon-Fri)   9am – 1pm (Sat)	
Closed on Sunday, Eve of PH and PH.	
MRT: Hillview MRT station (Bus 176, 963, 970)/ Bukit Batok Station (Bus 173)	
Payment modes accepted for walk-in purchases (Showroom) Cash, Credit Card, PayNow and PayLah! Only	