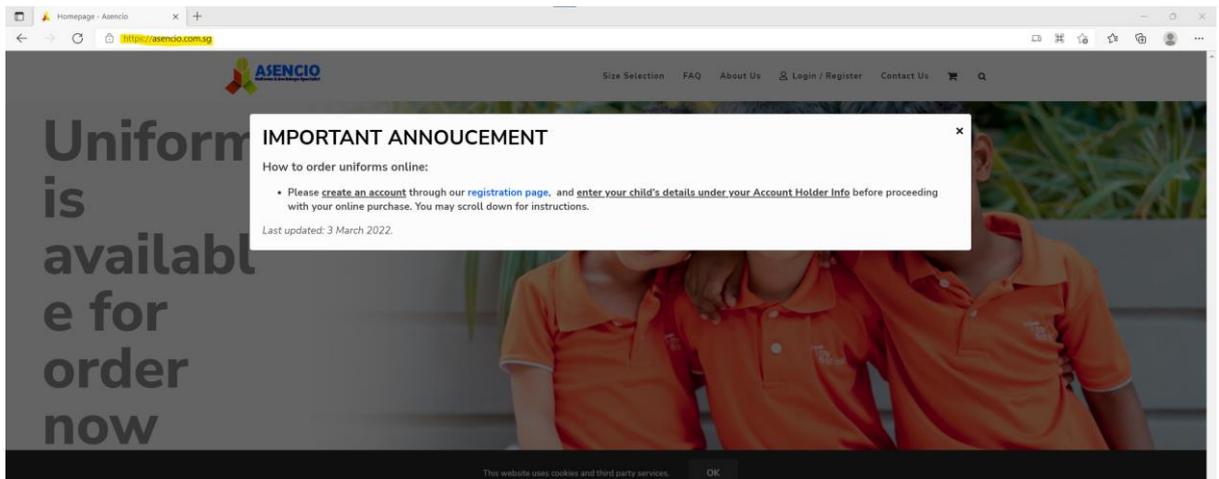
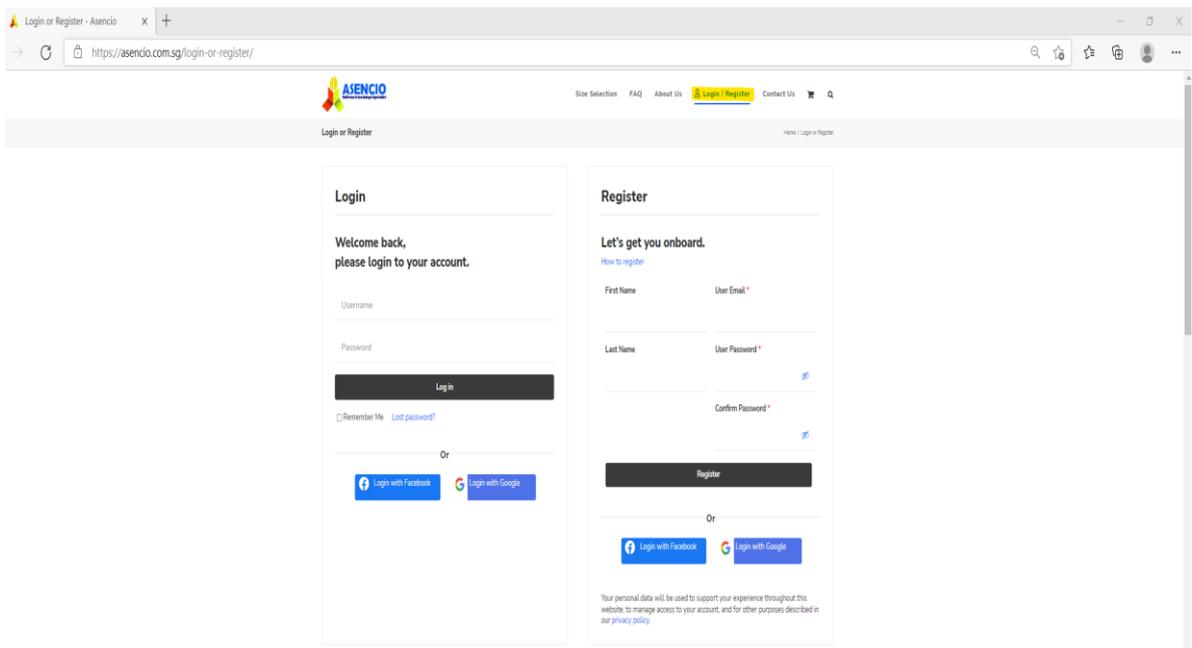


# ONLINE ORDERING GUIDE

1. Please enter our website address: [www.asencio.com.sg](http://www.asencio.com.sg) at browser

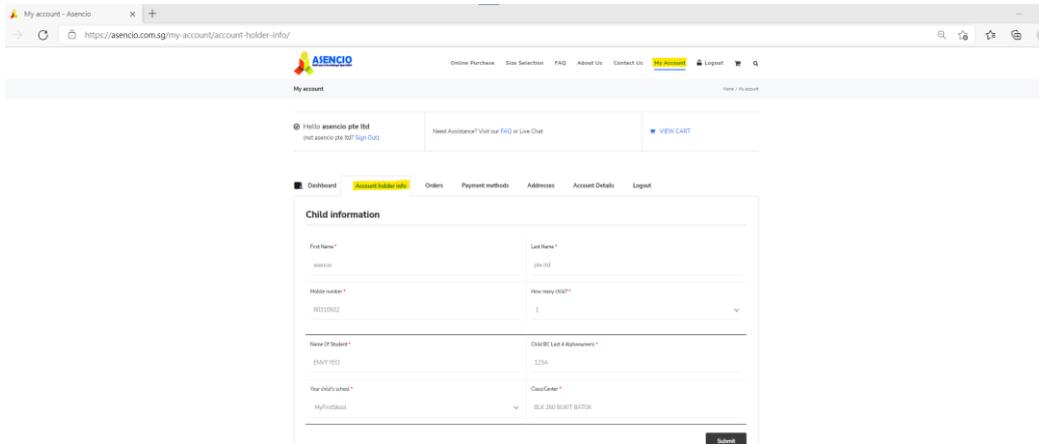


2. Click on Login / Register to register a new account

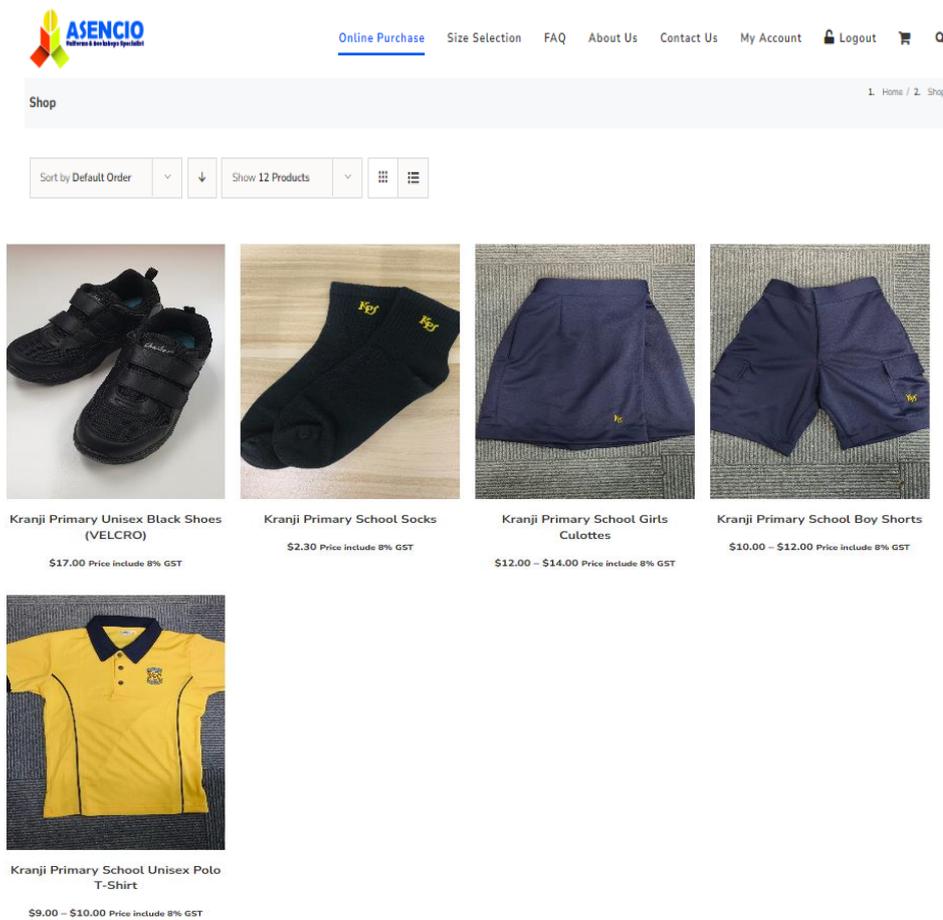


# ONLINE ORDERING GUIDE

3. After successful login, click on My Account to update Account holder info and submit before proceeding with online purchase.

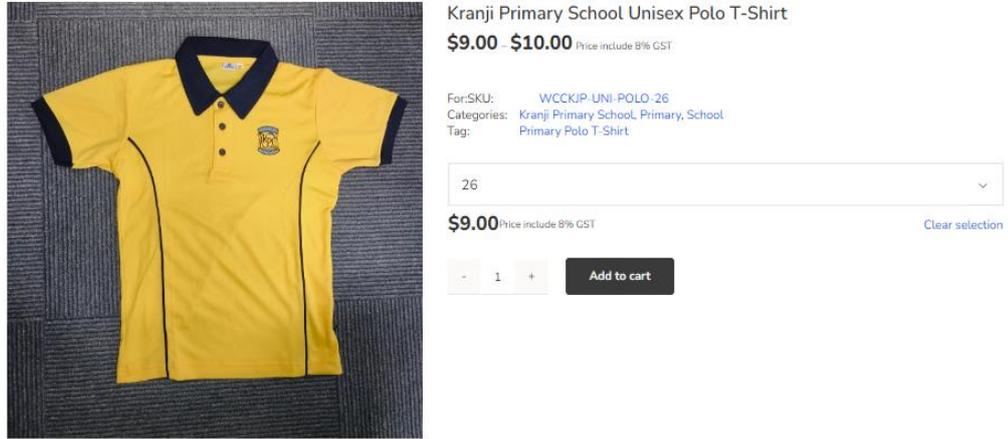


4. Click on Online Purchase to view the products

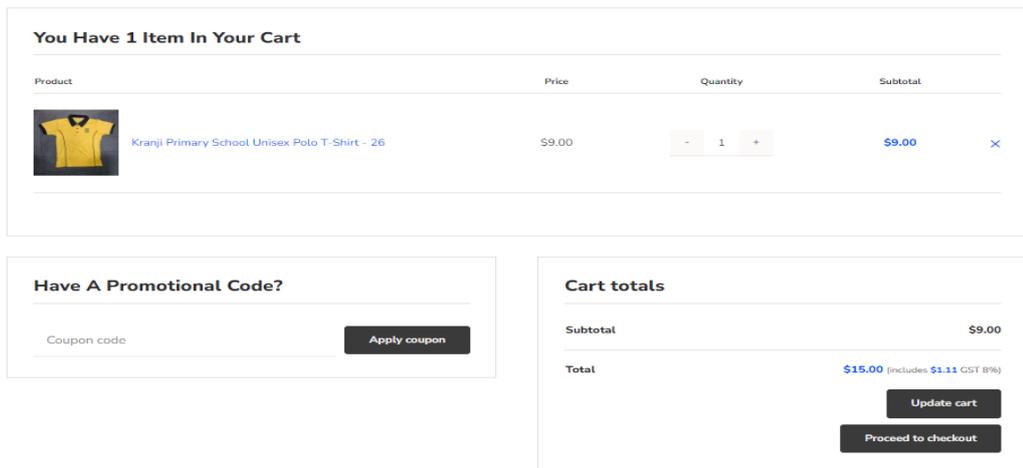


# ONLINE ORDERING GUIDE

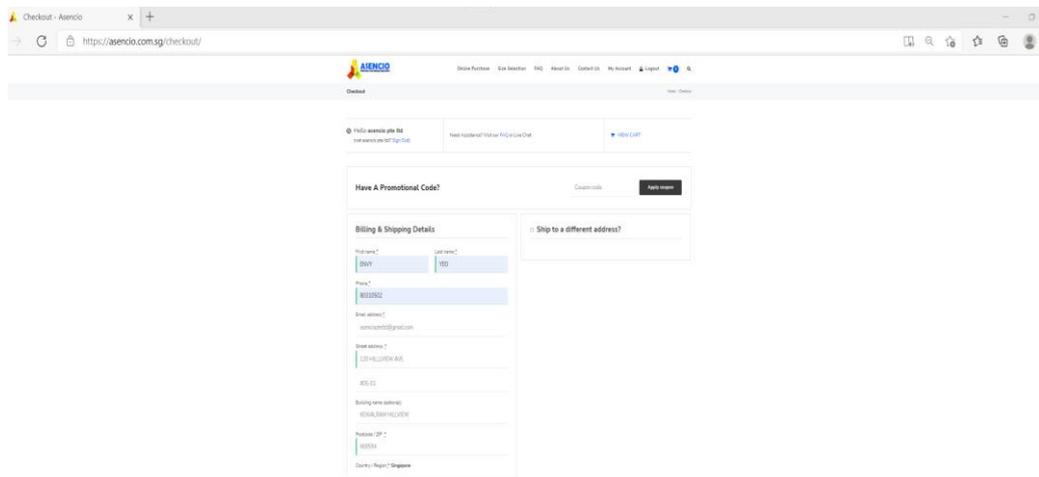
5. Click on individual product to view the size chart, select size and add to cart



6. After adding to cart, you can continue shopping to add more items or proceed to check out



7. a) At the checkout page, enter shipping details for delivery



# ONLINE ORDERING GUIDE

b) Check order items, read and accept terms and conditions before placing order

**Delivery Information**

---

**Your order**

Product	Subtotal
 Kranji Primary School, Unisex Polo T-Shirt - 26 x 1	\$9.00
<b>Subtotal</b>	<b>\$9.00</b>
<b>Shipping</b>	Home Delivery: \$6.00
<b>Total</b>	<b>\$15.00</b> (Includes: <b>\$1.11</b> GST @ 8%)

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PayNow QR & Credit Card

You will be redirected to HitPay Payment Gateway for payment

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

If your order consists of BOTH backorder and in-stock items, all items will only be shipped when the backorder item arrives. If you would like the in-stock item(s) to be shipped first, kindly place a separate order for the backorder items.

**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.**

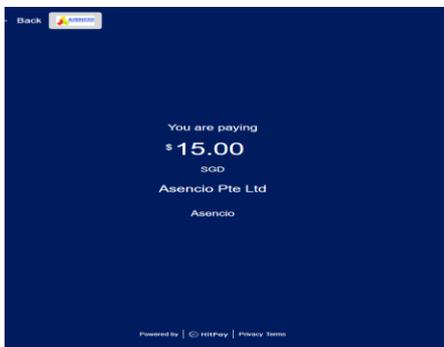
**PLEASE BE PUNCTUAL FOR YOUR SELECTED SELF COLLECTION DATE AND TIME AS THE APPOINTMENT IS FIXED DUE TO LIMITED SLOTS.**

Customers should be able to receive their order within 7 to 10 working days after successful payment except for textbooks orders which is indicated in the list.

I have read and agree to the above statement and the website [terms and conditions](#).

**Place order**

8. You will be directed to the payment gateway. You can choose either card payment or PayNow



# ONLINE ORDERING GUIDE

9 After successful payment, you will be redirected back to our website.

Your payment is successful with HitPay.

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**Order details**

Product	Total
<div style="margin-left: 5px;"> <p>Kranji Primary School Unisex Polo T-Shirt - 26 x 1</p> <p>Unisex Polo T-Shirt Size: 26</p> </div>	\$9.00
<p><b>Subtotal:</b> \$9.00</p> <p><b>Shipping:</b> \$6.00 via Home Delivery</p> <p><b>Payment method:</b> PayNow QR &amp; Credit Card</p> <p><b>Total:</b> <span style="color: #007bff;">\$15.00</span> (includes <span style="color: #007bff;">\$1.11</span> GST 8%)</p>	

10 You can check your orders status under my account. A copy of your invoice can also be downloaded by clicking on the invoice link.

a) Status: Processing when order is successfully placed and you will receive the order invoice through email.

Dashboard
Account holder info
Orders
Payment methods
Addresses
Account Details
Logout

---

**Orders**

Order	Date	Status	Delivery Details	Total	Actions	Aramex Tracking
#166760	04/10/2023	Processing		\$15.00 for 1 item	<a href="#">View &gt;</a> <a href="#">Invoice &gt;</a>	Awaiting Shipment Update

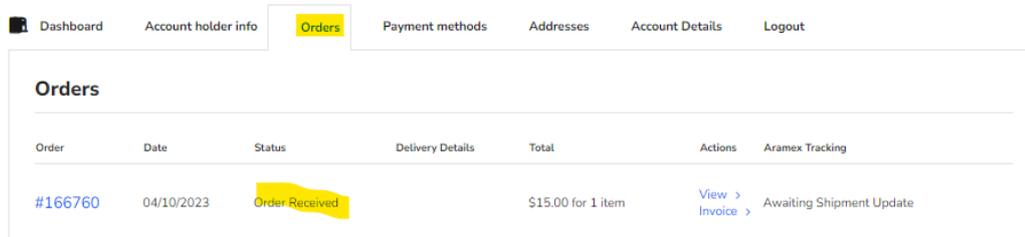
Just to let you know — we've received your order #166760, and it is now being processed:

**[Order #166760] (04/10/2023)**

Product	Quantity	Price
Kranji Primary School Unisex Polo T-Shirt - 26 <ul style="list-style-type: none"> <li>• <b>Unisex Polo T-Shirt</b> Size: 26</li> </ul>	1	\$9.00
<b>Subtotal:</b>		\$9.00
<b>Shipping:</b>		\$6.00 via Home Delivery
<b>Payment method:</b>		PayNow QR & Credit Card
<b>Total:</b>		\$15.00 (includes \$1.11 GST 8%)

# ONLINE ORDERING GUIDE

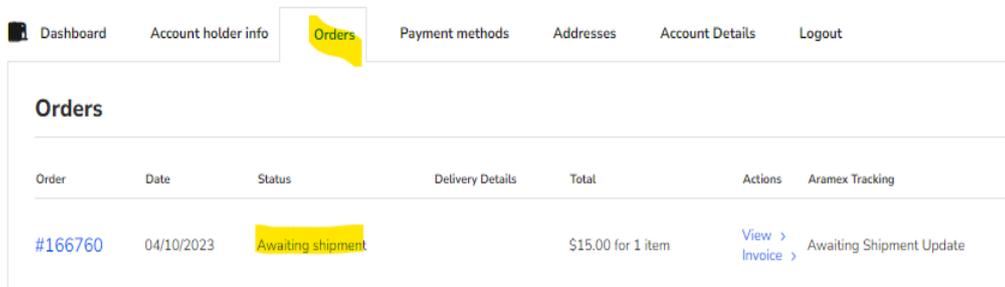
- b) Status: Order received when we are preparing the order (We update the next working day after order is placed)



The screenshot shows a user interface with a navigation bar at the top containing: Dashboard, Account holder info, Orders (highlighted in yellow), Payment methods, Addresses, Account Details, and Logout. Below the navigation bar is a section titled 'Orders' containing a table with the following data:

Order	Date	Status	Delivery Details	Total	Actions	Aramex Tracking
#166760	04/10/2023	Order Received		\$15.00 for 1 item	<a href="#">View &gt;</a> <a href="#">Invoice &gt;</a>	Awaiting Shipment Update

- c) Status: Awaiting shipment when ready for Courier pick up (We update the next working day after order is picked up)



The screenshot shows a user interface with a navigation bar at the top containing: Dashboard, Account holder info, Orders (highlighted in yellow), Payment methods, Addresses, Account Details, and Logout. Below the navigation bar is a section titled 'Orders' containing a table with the following data:

Order	Date	Status	Delivery Details	Total	Actions	Aramex Tracking
#166760	04/10/2023	Awaiting shipment		\$15.00 for 1 item	<a href="#">View &gt;</a> <a href="#">Invoice &gt;</a>	Awaiting Shipment Update