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**Pacific Bookstores Pte Ltd (199905993R)**

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**Pacific Bookstores Online/ Walk In Purchase 2021**

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

We encourage parents to make their purchase via our online platform

(<https://www.pacificbookstores.com>)

This platform will enable you to make your purchase with the option of Home delivery or Self Collection.

Please find below the guided procedures for your purchases.

**HOME DELIVERY**

- 1) Customer to go to our website <https://www.pacificbookstores.com>
- 2) On the top right hand corner, click on Login/ Register
  - i ) All customers will need to create and register for an account before proceeding to buy
- 3) If you have registered an account. Go to <https://www.pacificbookstores.com>. Click 'Login'
- 4) You will be directed to the 'Please Sign In' page. Enter your email and password, select the checkbox 'I'm not a robot', and click 'Sign In'. You are now ready to make your purchases on our platform.
- 5) Fill up the following below fields and click 'Buy Now' to begin your purchase.
  1. Select Education Level
  2. Select School
  3. Select Student Level (Next Year)
  4. Select Mother Tongue
- 6) For Shipping Mode, select 'Home Delivery'. Choose the available date and time for the items to be delivered. Click 'Proceed to Next Step' when you are ready.
- 7) Please ensure that you complete your order and checkout before the session expires within 60minutes. Click 'Proceed to Next Step'
- 8) Booklist will be shown and you are required to uncheck the items that 'YOU DO NOT WANT TO PURCHASE'. When you have completed selecting all your textbooks and stationery, click 'Next'
- 9) When you arrive at purchase details page, check that all information and items are correct. Click 'Proceed to Next Step'

10) For Home Delivery option, you will be required to fill in the shipping information. A shipping fee of S\$13.80 will be added. Select your preferred mode of payment: Credit Card / PAYNOW, read and agree to the Terms & Conditions by selecting the checkbox and click 'Place order now'

\*Note\* For prepaid items and name tag. It is necessary to fill in student information.

11) Check and ensure the ordering information is correct. Click 'Proceed to Payment' to checkout.

12) Customer to fill up relevant details and complete with their preferred payment via [Master or Visa or PayNow(Sac and Pay)].

### **SELF COLLECTION**

1)Customer to go to our website <https://www.pacificbookstores.com>

2)Kindly follow Steps 2 to 5 of the “Home Delivery”

3)Upon logging in, customer will be prompted to “Add Student Profile”

4)Setup Student Profile and proceed to **PURCHASE BOOK NOW**.

5)Select Shipping mode,select ‘Self Collection’

6)For Self collection customer, they will be required to select

i ) Collection Date

ii) Collection time (9am-12noon or 1pm to 3pm)

7)Proceed next step to purchase School Booklist Item.

8)Review of Order cart and Check out

9)Customer to fill up relevant details and complete with their preferred payment via (Master or Visa)

We strongly encourage customer that opt for self collection and to adhere to the selected collection date. This will help us to manage the queue/crowd and follow closely to the safe distancing measures.

Take care and Stay Safe.

Thank you.

From the Management of

Pacific Bookstores Pte Ltd