

User Guide for Online Purchase of School Textbooks/Uniforms

As we resume our transition towards living with COVID-19 and still doing so in a careful and controlled manner. 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 online platform (<https://www.pacificbookstores.com>) with effect from 20 December 2022 to 27 December 2022.

This 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 and SELF COLLECTION

- 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
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Step 3 - Select 'Time'

 SELECT THE TIME
10:30AM - 6:00PM

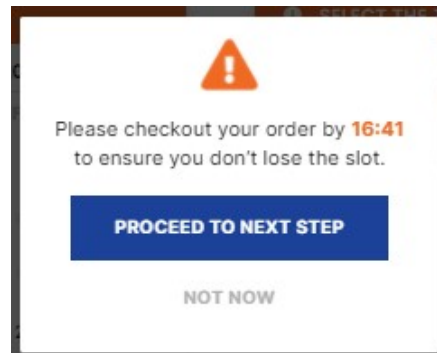
Step 2 - Select 'Date'

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

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**' to purchase school uniforms.

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) Ordering of school uniforms.

Uniform





☐ Select All ☐ Clear All

 BWSS UNIFORM SHIRT (BOYS) View More	SGD12.00 Quantity: - 1 + CHOOSE SIZE * Choose an option <input type="checkbox"/>
 BWSS UNIFORM SHORTS (BOYS) View More	SGD11.50 Quantity: - 1 + CHOOSE SIZE * Choose an option <input type="checkbox"/>
 BWSS UNIFORM LONG PANTS (BOYS) View More	SGD16.50 Quantity: - 1 + CHOOSE SIZE * Choose an option <input type="checkbox"/>

- 8) Measure, choose the correct size by clicking on the dropdown box and indicate quantity to order and proceed to click “Next”

Uniform

☐ Select All ☐ Clear All

 <p>BWSS UNIFORM SHIRT (BOYS) View More</p>	<p>Quantity: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>CHOOSE SIZE: <input type="text" value="30"/> <input type="button" value="x"/></p> <p>SGD12.00</p>
 <p>BWSS UNIFORM SHORTS (BOYS) View More</p>	<p>Quantity: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>CHOOSE SIZE: <input type="text" value="30"/> <input type="button" value="x"/></p> <p>SGD11.50</p>
 <p>BWSS UNIFORM LONG PANTS (BOYS) View More</p>	<p>Quantity: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>CHOOSE SIZE: <input type="text" value="30"/> <input type="button" value="x"/></p> <p>SGD11.50</p>
 <p>BWSS UNIFORM BLOUSE (GIRLS) View More</p>	<p>Quantity: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>CHOOSE SIZE: <input type="text" value="30"/> <input type="button" value="x"/></p> <p>SGD11.50</p>

- 9) 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 ACSP 80IBS Drawing Block	SGD 1.80	×
BOOK NAME ACSP A3 20 Pocket - My Art Portfolio	SGD 8.50	×
BOOK NAME Pilot Twin Permanent Marker Black	SGD 1.50	×
BOOK NAME Bostik Glue Stick 8g	SGD 1.20	×
BOOK NAME A3 Art Bag	SGD 7.50	×
BOOK NAME 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](#)

- 10) 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** **M.C.**

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](#)

- 11) 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, 10:13

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
Total : SGD313.15
Inclusive GST (8%) : SGD 23.20

[PROCEED TO PAYMENT](#)



*Note - all order payment currency will be paid by "Singapore Dollar (SGD)".

- 12) 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 *



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](#)

- 13) For **(NTUC BTS and CDAC)** voucher redemption
- (i) Please key in your e voucher in the box as shown in Picture 1
 - (ii) Once validated, will reflect as shown in Picture 2

Picture 1

Picture 2

NTUC BTS/CDAC e-voucher

Payment Method

☐ PAYNOW
☐ Credit Card

Order Summary

Subtotal	SGD415.10
Shipping	SGD13.80
Total	SGD428.90
Inclusive GST (7%)	SGD 28.06

☐ I agree to the terms & conditions

NTUC BTS/CDAC e-voucher

☒ REDEEM VOUCHER FOR THIS ORDER

Voucher Code: C
Available Credit: SGD 100.00
Expiry Date: 31-10-2022 23:59:59

Payment Method

☐ PAYNOW
☐ Credit Card

Order Summary

Subtotal	SGD415.10
Shipping	SGD13.80
E-Voucher (C 10)	- SGD100.00
Total	SGD328.90
Inclusive GST (7%)	SGD 21.52

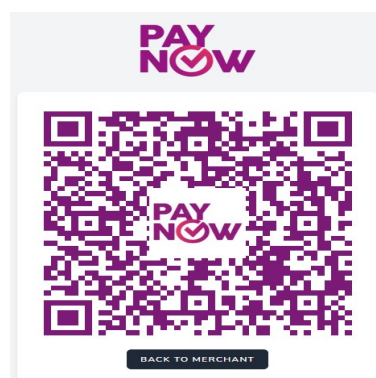
☐ I agree to the terms & conditions

14) 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.



15) 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

Size Measurement Guide



For Top (Blouse/ Shirt)

- 1) Measure one complete round across the chest for full chest length
- 2) Should you be on the borderline in between two sizes, please select your preference for **smaller** size(**tighter** fit) or **larger** size(**looser** fit)

For Bottom (Shorts/Pants/Skirt/Culottes)

- 1) Measure one complete round across the waist for full waist length.
- 2) Stand up to get an accurate waist measurement
- 3) Wrap the tape around your stomach where it should be on the top of your hips and the base of your rib cage and across the belly button. Allow the measuring tape to rest gently on the skin.
- 4) Do NOT hold or deep breath during measurement taking to ensure accuracy.

For Belt loop, adjustable side buttons or half elastic waist band, do allows up to 2 inches adjustment.

Eg. The waist circumference is 28 inch may choose size 30 bottom, it will be able to support without dropping.

FOOTNOTE: Measurement based on estimation (for guidance only). The actual height and weight may vary depending on individuals