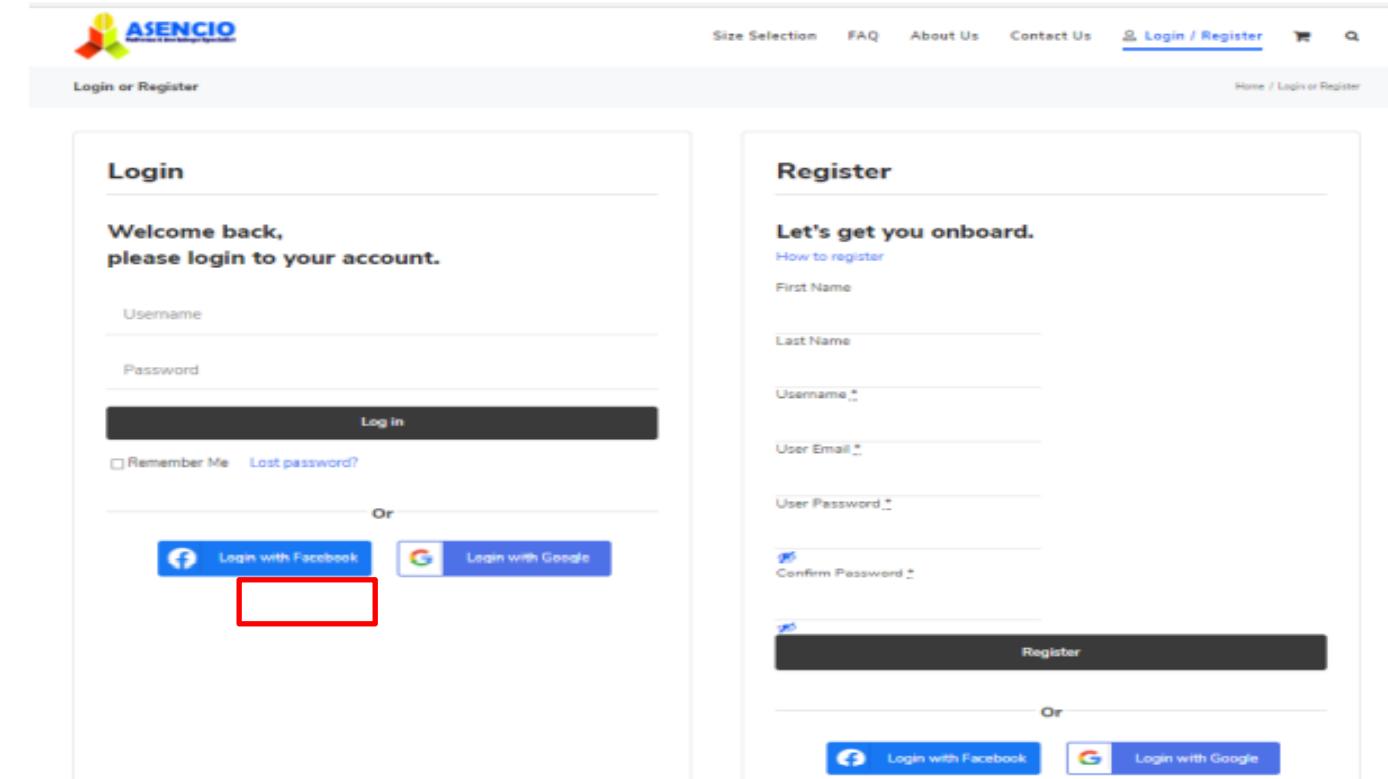


# ONLINE ORDERING GUIDE

1) Please go to our website [www.asencio.com.sg/](http://www.asencio.com.sg/)

- 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

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

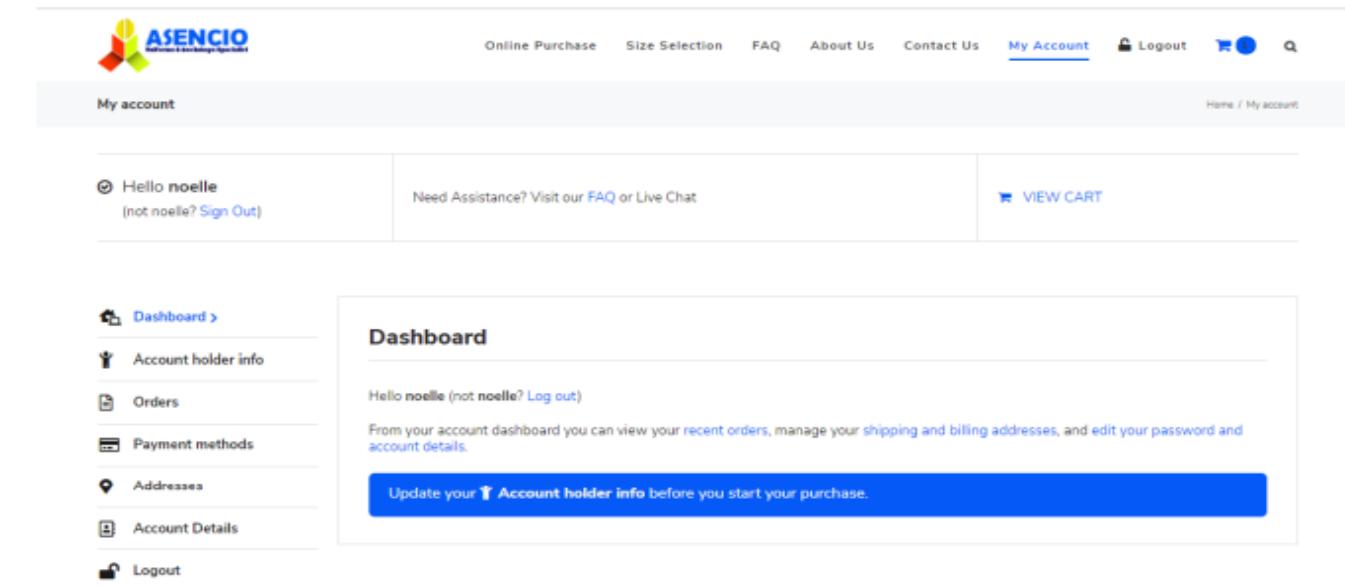


The screenshot shows the ASENCIO website's header with the logo and navigation links: Size Selection, FAQ, About Us, Contact Us, Login / Register, Home, and Login or Register. Below the header are two forms: the 'Login' form on the left and the 'Register' form on the right.

**Login Form:** Welcome back, please login to your account. It has fields for Username and Password, a 'Log in' button, and links for Remember Me and Lost password? Below the fields are buttons for 'Login with Facebook' and 'Login with Google', with a red box highlighting the 'Login with Facebook' button.

**Register Form:** Let's get you onboard. It has fields for First Name, Last Name, Username, User Email, User Password, and ConForm Password. Below these fields is a 'Register' button, followed by another set of social login buttons for Facebook and Google.

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



The screenshot shows the ASENCIO website's header with the logo and navigation links: Online Purchase, Size Selection, FAQ, About Us, Contact Us, My Account (highlighted), Logout, and a search icon. Below the header is a 'My account' section with a greeting (Hello noelle) and a 'Sign Out' link, along with links for Need Assistance? Visit our FAQ or Live Chat and VIEW CART.

The main content area is the 'Dashboard' section, which includes a sidebar with links for Dashboard, Account holder info (highlighted), Orders, Payment methods, Addresses, Account Details, and Logout. The dashboard itself displays a message: Hello noelle (not noelle? Log out). It also includes a note: From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details. A blue button at the bottom encourages updating account holder info before purchase.

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



Online Purchase   Size Selection   FAQ   About Us   Contact Us   My Account  

My account

[Home](#) / [My account](#)

Dashboard

Account holder info

Orders

Payment methods

Addresses

Account Details

Logout

### Child information

First Name \*

Last Name \*

Mobile number \*

How many child? \*

1

Name Of Student \*

Child BC Last 4 Alphanumeric \*

Your child's school \*

Class/Center \*

Xingnan Primary School

**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".



Online Purchase   Size Selection   FAQ   About Us   Contact Us   My Account  

Xingnan Primary School

[1. Home](#) / [2. School](#) / [3. Primary](#) / [4. Xingnan Primary School](#)

Sort by Default Order

Show 12 Products



Xingnan Primary Unisex T-Shirt

\$7.00

Select options

Details



Xingnan Primary Male Shorts

\$8.00 – \$12.00

Select options

Details



Xingnan Primary Female Skorts

\$9.00 – \$14.00

Select options

Details



ESTABLISHED 1933

XNPS for FAS Students only

\$0.00

Select options

Details



**YOUR NAME**

Xingnan Primary School Name Tags

\$3.50 Price include 9% GST

Select options

Details

Xingnan Primary Unisex White Shoes

\$15.00 – \$16.00 Price include 9% GST

Select options

Details

Xingnan Primary Sock

\$2.00 Price include 9% GST

Select options

Details

**Step 5 –** When you are done, you can click on the shopping cart icon



to view your cart or to check out directly.

⌚ "Xingnan Primary Unisex T-Shirt" has been added to your cart.

[Continue shopping](#)

#### You Have 2 Items In Your Cart

Product	Price	Quantity	Subtotal	
Xingnan Primary Female Skorts - 28	\$11.00	<a href="#">-</a> <a href="#">1</a> <a href="#">+</a>	<b>\$11.00</b>	<a href="#">X</a>
Xingnan Primary Unisex T-Shirt - 32	\$7.00	<a href="#">-</a> <a href="#">1</a> <a href="#">+</a>	<b>\$7.00</b>	<a href="#">X</a>

#### Have A Promotional Code?

Coupon code

[Apply coupon](#)

#### Cart totals

**Subtotal** [-](#) **\$18.00**

**Shipping**

Self collection at School  
 Home Delivery: \$6.00  
Shipping options will be updated during checkout.

**Total**

**\$18.00**

[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](#) [!\[\]\(f1bd3e98741d4ab0f132d8252e1fc285\_img.jpg\) Logout](#) [!\[\]\(083acc69ea87041ae60ef3a70a837664\_img.jpg\)](#) [!\[\]\(760156e5f29de4babee4bb59dd060835\_img.jpg\)](#) [!\[\]\(68b7531d6e371d09b205fb8e156d145c\_img.jpg\)](#)

Checkout 1. Home / 2. Checkout

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 **Hello Carol**  
(not Carol? [Sign Out](#))

Need Assistance? Visit our [FAQ](#) or [Live Chat](#)

 [VIEW CART](#)

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**Have A Promotional Code?**

Coupon code [Apply coupon](#)

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**Billing & Shipping Details**

First name \*  Last name \*

Phone \*

Email address \*

Street address \*

Unit number

Building name (optional)

Postcode / ZIP \*

Country / Region \*

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**Ship to a different address?**

**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 Information

#### Your order

Product	Subtotal
 Xingnan Primary Unisex T-Shirt - 30 × 1	\$7.00
 Xingnan Primary Female Culottes - 30 × 1	\$11.00
	<b>Subtotal</b> \$18.00
	<b>Shipping</b> Flat rate: \$6.54
	<b>Total</b> <b>\$24.54</b> (includes <b>\$2.03</b> GST 9%)

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.**

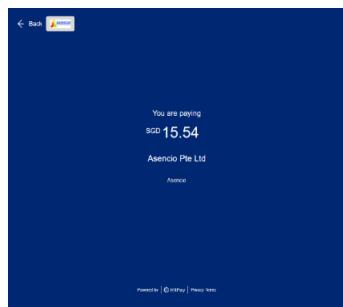
**PLEASE BE PUNCTUAL FOR YOUR SELECTED SELF COLLECTION DATE AND TIME AS THE APPOINTMENT IS FIXED DUE TO LIMITED SLOTS.**

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**

### Step 8 – Make Payment via PayNow or Card



Email: unisform@asencio.com.sg

Select Payment Method:

**PayNow**  CARD  UPI



Scan with your mobile device using your mobile banking app

Please make sure to PAY PAYNOW - SUREPAY ACCOUNT in serial or Reverse Pin List

Waiting for payment...

**Step 9 – Click on My Account > Orders to see status (Example enclosed)**

The screenshot shows the ASENCIO website's 'My account' page. At the top, there is a navigation bar with links for Online Purchase, Textbooks/Bookshop, Size Selection, FAQ, About Us, Contact Us, and My Account. A red box highlights the 'My Account' link. Below the navigation, there is a user greeting 'Hello dior' (not dior? Sign Out) and a link to View Cart. The main content area has a red box around the 'Orders' tab in a navigation menu. The 'Orders' section displays a table with one row, showing an order with ID #200375, date September 9, 2025, status Cancelled, total \$15.54 for 1 item, and a link to View > Awaiting Shipment Update.

**Step 10** - 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.

<p><b><u>Showroom address for walk-in purchase:</u></b> 120 Hillview Avenue #05-02 Kewalram Hillview Singapore 669594 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</p>	<p><b><u>For enquiries:</u></b> Phone: 67643102 Email: <a href="mailto:uniforms@asencio.com.sg">uniforms@asencio.com.sg</a></p>
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