

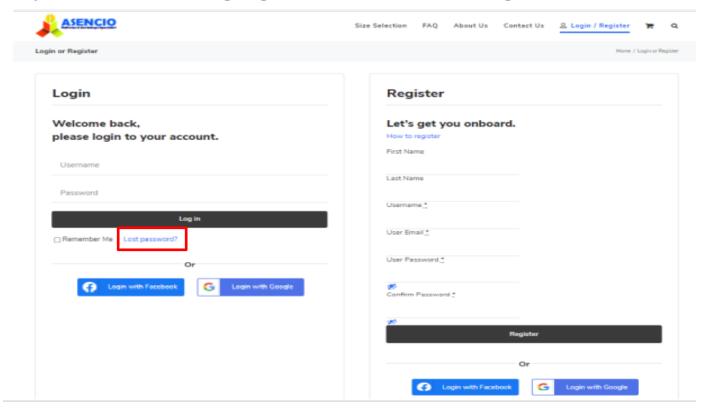
ONLINE ORDERING GUIDE

- 1) Please go to our website 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

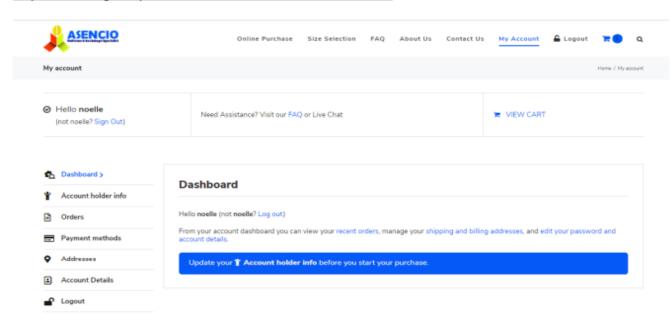
Below are the steps to register an online account:

How to Register

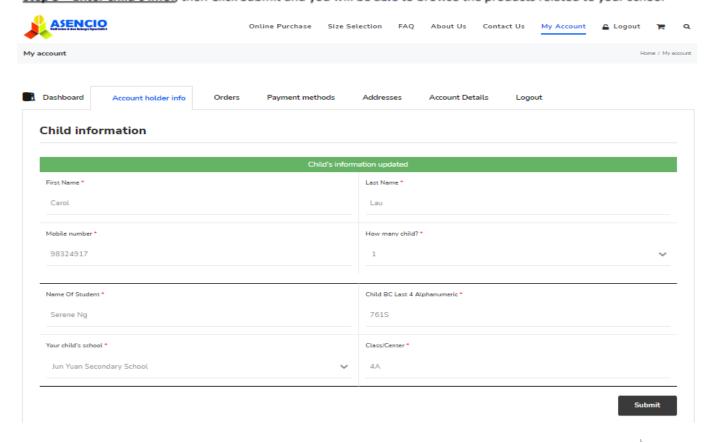
Step 1 - Create an account through Register or Connect with Facebook/Google



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

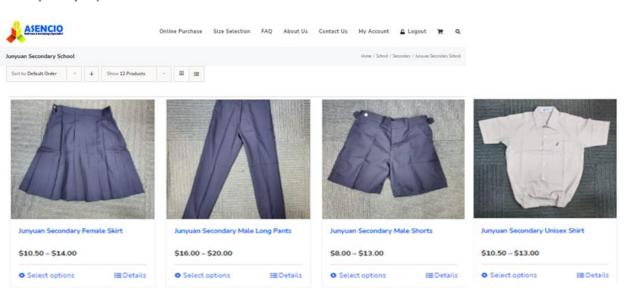


Step 3 - Enter child's info., then Click Submit and you will be able to browse the products related to your school



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".



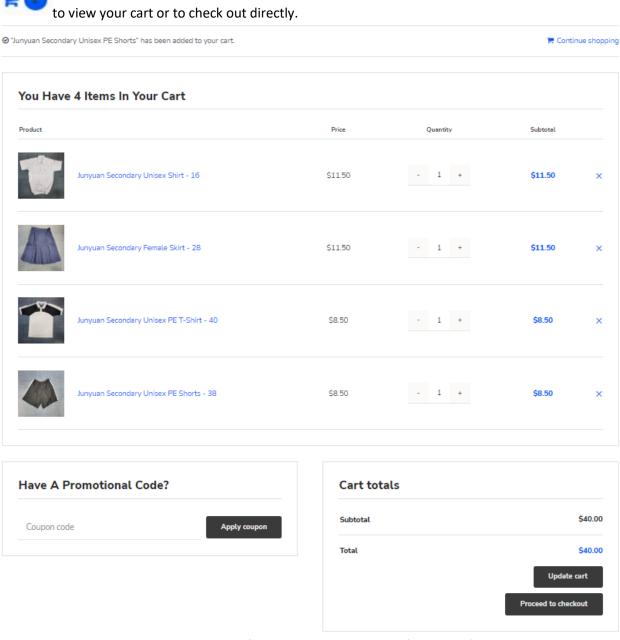








Step 5 – When you are done, you can click on the shopping cart icon



- **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.
- **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.
- **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: 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

For enquiries: Phone: 67643102

Email: uniforms@asencio.com.sg