



eStore User Login Guide

(International School Parents)

STEP 1

Login-ID

Password

Submit

Register [Forgotten Password](#)

- Go to **www.ubsm.com.my**
- For new users, **REGISTER** at the bottom right page to create your eStore account by filling in your details and **SUBMIT**.
- After registration is completed, your eStore account are activated.

- After your eStore account is activated,
 - i) Key-in the **school URL** (please enquire from the school).

www.ubsm.com.my/

OR

- ii) select **BOOKLIST** on top of the screen. You will see a selection of schools.
→ select your **SCHOOL**, and **YEAR**.

STEP 2

Home > About Us Promotion **Booklist** Member Card

Home > Booklist
Booklist
Select your institution :

ABC International School
ABC International School (2017/2018)

DEF International School
DEF International School (2017/2018)

XYZ International School
XYZ International School (2017/2018)

Home > About Us Promotion Booklist Member Card

Home > Booklist
ABC International Booklist (2017/2018)

ABC International School

Select your year

- Nursery
- Reception
- Year 1
- Year 2

STEP 3

Home > About Us Promotion Booklist Member Card

Home > Booklist
ABC International Booklist (2017/2018)

ABC International School

Selected year
Nursery

INSTRUCTIONS

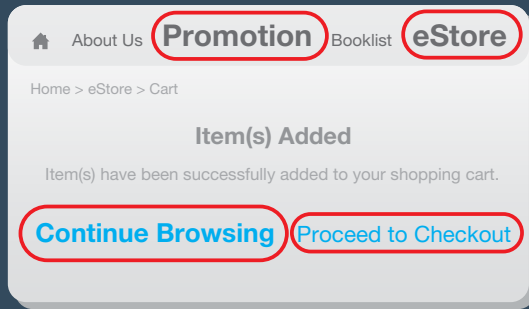
Title	Price(RM)	Qty	Total(RM)
BOOK xxx xxxxxx xx	10.00	<input type="text" value="0"/>	0.00
BOOK xxx xxxxxx xxxxxx xx	5.00	<input type="text" value="0"/>	0.00
BOOK xxx xxxxxx xxx	30.50	<input type="text" value="0"/>	0.00

Subtotal 0.00

ADD TO CART

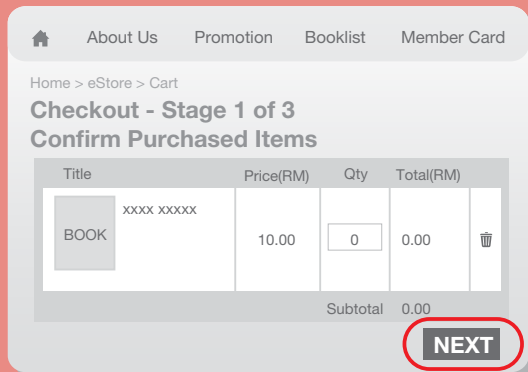
- **Take note** of the **INSTRUCTIONS** before making any order.
- Select the **ITEM** by entering the **QUANTITY** required. The final **SUBTOTAL** price will be shown at the bottom. Confirm your order by **ADD TO CART**.

STEP 4

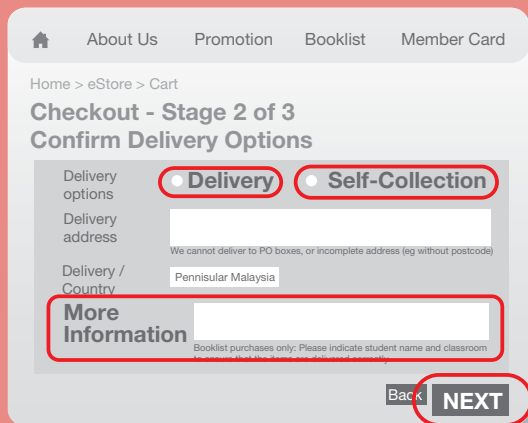


- You will be diverted to 'Item(s) Added' page,
 - if you wish to order books out of the booklist, select **CONTINUE BROWSING** then select **eSTORE** or **PROMOTIONS** on top of the screen.
 - for payment, select **PROCEED TO CHECKOUT**.

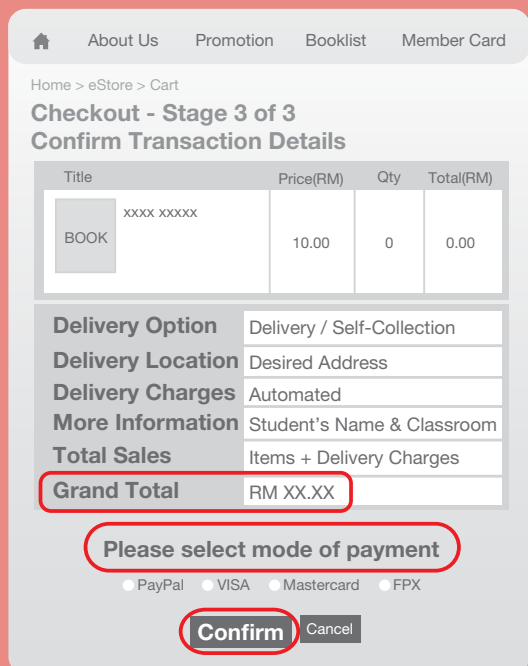
STEP 5



- At Checkout - Stage 1 of 3**, gives an overview of items selected and subtotal amount. Confirm your items and amount, and select **NEXT**.

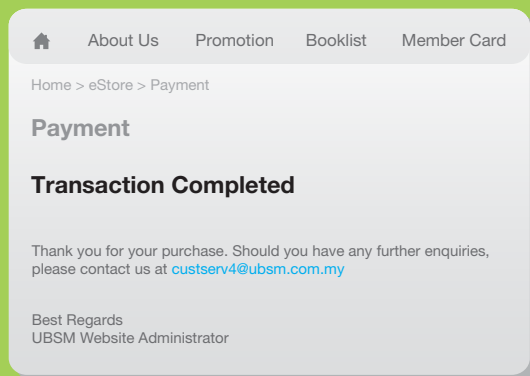


- At Checkout - Stage 2 of 3**, select a **delivery options**. Fill-in student's name and classroom (essential to fill-in for self-collection option at school) at **MORE INFORMATION** and select **NEXT**.
 - DELIVERY** option, send to home /office address. Complete all fields accurately. There will be delivery charges. We do not deliver to post boxes.
 - SELF-COLLECTION** options are freight free. A text notification will be sent to you when the items purchased are ready for collection.



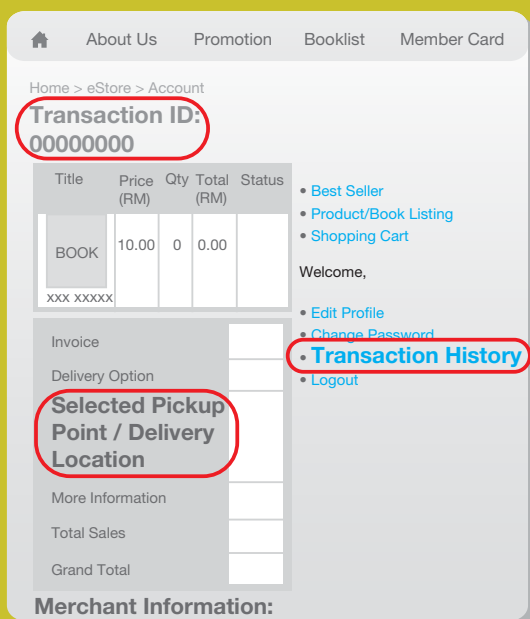
- At Checkout - Stage 3 of 3**, to confirm purchase.
 - A final overview of **GRAND TOTAL**
 - item selected,
 - delivery option selected
 - selected address + automated delivery charges or self-collection point
 - student's name and classroom (essential for self-collection option at school)
 - Please ensure all fields are correct at this point, select a **MODE OF PAYMENT** and **CONFIRM** to proceed with payment.
- Please follow the payment gateway instructions to complete the payment.

STEP 6



- Upon payment transaction completed, a tax invoice will be emailed to you.
- Please take the **TRANSACTION ID** as your reference.

STEP 7



- You may check your selected **DELIVERY LOCATION** or **SELF-COLLECTION POINT** by logging into your eStore account and selecting **TRANSACTION HISTORY**.
- All purchases are firm and there is a '**no returns or exchanges**' policy. Exchanges of defective items must be made within one week of receipt. You are encouraged to check carefully before making your purchase.

UNIVERSITY BOOK STORE MALAYSIA

For enquiries, please contact our customer service at
Email: custserv4@ubsm.com.my, Tel: +603 9100 1868