



eStore User Login Guide

(Online Customer)

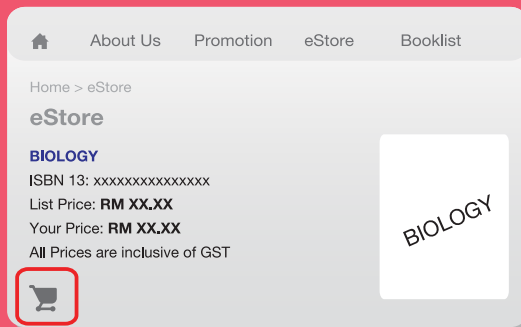
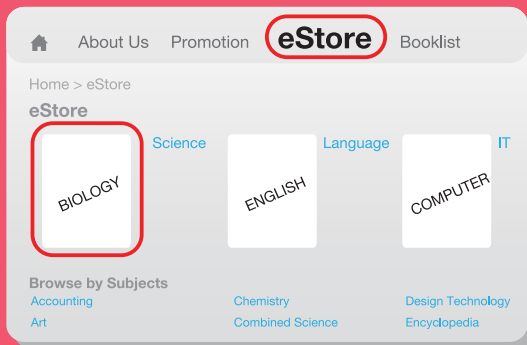
STEP 1

Login-ID
[Input Field]
Password
[Input Field]
Submit
Register [Forgotten Password](#)

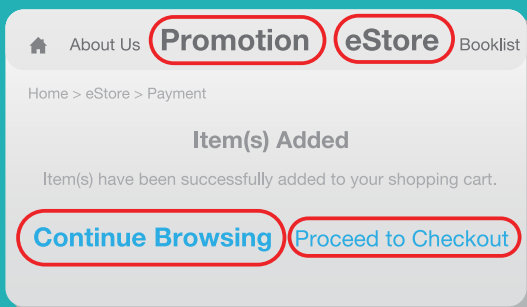
- Go to www.ubsm.com.my/logins
- For new users, **REGISTER** at **LOGINS** to create your eStore account by filling in your details and **SUBMIT**. Login-ID must be a valid email address.
- After registration is completed, you are automatically logged into your eStore account and an email of **UBSM account activation** will be emailed to you.

STEP 2

- After your eStore account is activated,
 - i) Select **eStore** on top of the screen. You will see a selection of books.
- Select the **ITEM** and **ADD TO CART**.

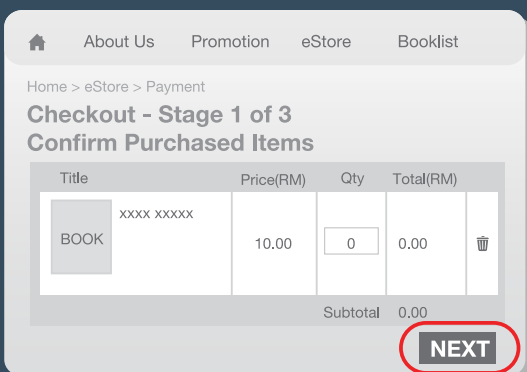


STEP 3



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

STEP 4



- **At Checkout - Stage 1 of 3**, gives an overview of items selected and subtotal of payment amount, also key-in the voucher code (if any). Confirm your items and payment amount, and select **NEXT**.

STEP 4

Home > eStore > Payment

Checkout - Stage 2 of 3
Confirm Delivery Options

Delivery options

Delivery **Self-Collection**

Delivery address

We cannot deliver to PO boxes, or incomplete address (eg without postcode)

Delivery /Country

More Information

Booklist purchases only: Please indicate student name and classroom to ensure that the items are delivered correctly.

- **At Checkout - Stage 2 of 3**, select a **delivery options**.
 - 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.

Home > eStore > Payment

Checkout - Stage 3 of 3
Confirm Transaction Details

Title	Price(RM)	Qty	Total(RM)
BOOK xxxx xxxxx	10.00	0	0.00

Delivery Option Delivery / Self-Collection

Delivery Location Selected Address

Delivery Charges Automated

More Information

Total Sales Items + Delivery Charges

Grand Total RM XX,XX

Please select mode of payment

PayPal VISA Mastercard FPX

- **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
 - ➔ 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 5

Home > eStore > Payment

Payment

Transaction Recorded

Thank you for your purchase. Should you have any further enquiries, please contact us at custserv4@ubsm.com.my

Best Regards
UBSM Website Administrator

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

STEP 6

Home > eStore > Account

Transaction ID: 00000000

Title	Price (RM)	Qty	Total (RM)	Status
BOOK xxx xxxxx	10.00	0	0.00	

Invoice

Selected Pickup Point / Delivery Location

More Information

Total Sales

Grand Total

Merchant Information:

- Best Seller
- Product/Book Listing
- Shopping Cart

Welcome,

- Edit Profile
- Change Password
- **Transaction History**
- Logout

- 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
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