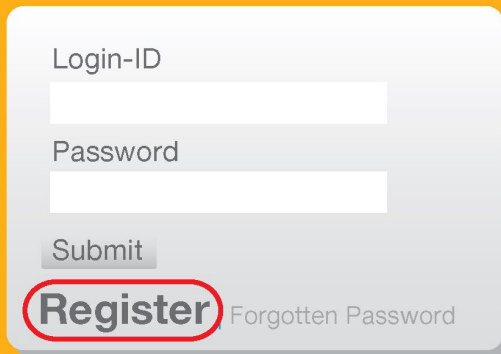




**eStore User
Login Guide**
(Online Customer)

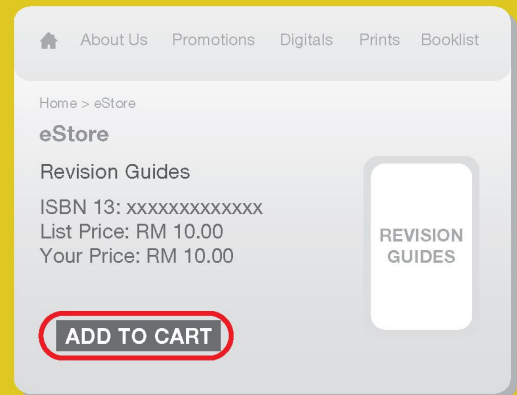
STEP 1



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

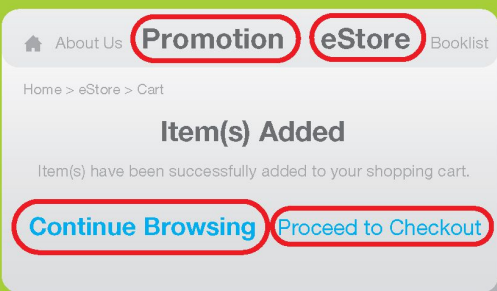
- Go to www.ubsm.com.my/logins
- For new users, **REGISTER** at **LOGINS** to create your eStore account by filling in your details and **SUBMIT**. Login-ID must be a valid email address.
- After registration is completed, you are automatically logged into your eStore account and an email of **UBSM account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

STEP 2



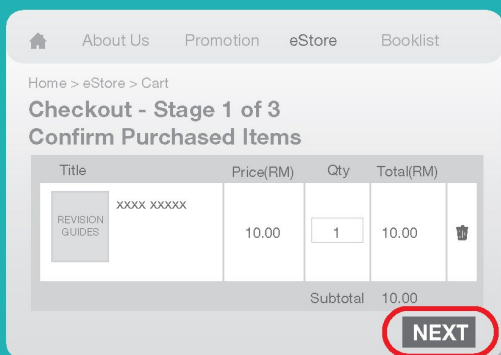
- After your eStore account is activated, select **eStore / Promotions** on top of the screen. You will see a selection of books.
- select the **ITEM** and **ADD TO CART**.

STEP 3



- You will be diverted to 'Item(s) Added' page,
 - i) if you wish to order books out of the booklist, 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. Confirm your items and payment amount, and select **NEXT**.

STEP 4

- **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.
- **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 **PROCEED** with payment.

STEP 5

- You will be directed to the online payment gateway.
- Please follow the payment gateway's instructions to complete the payment.

STEP 6

- Upon successful payment, you will be directed back to UBSM website.
- You can check your selected **DELIVERY LOCATION** or **SELF-COLLECTION POINT** by selecting **eSTORE** → **TRANSACTION HISTORY** → **TRANSACTION ID**.
- 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.

Home > eStore > Account

Transaction ID: 0000101

Request Standard e-Invoice

Title	Price(RM)	Qty	Total(RM)	Status
REVISION GUIDES xxxx xxxxx	10.00	1	10.00	-

Invoice	00001
Delivery Option	xxxxxx
Delivery Charges	Automated
More Information	Student's Name & Classroom
Total Sales	Items + Delivery Charges
Grand Total	RM 10.00
Status	Processing

- To request a standard e-Invoice, select the **TRANSACTION ID** from **TRANSACTION HISTORY**, then select **REQUEST STANDARD E-INVOICE** and you will be directed to **MYINVOIS**.

STEP 7

Home > UBSM > Myinvois

Myinvois

Supplier Party

Name _____ Address _____
 City _____ Postal _____
 Country Code _____ Phone _____
 Email Address _____

Customer Party

ID Type **ID**

NRIC ID or PASSPORT ID Example: 850613111111

TIN **Verify** **Name**

Example: IG1234567890

Address **City**

Postal **Country**

Phone **Email Address**

Invoice Items

S/No	Item	Unit Price (in RM)	Qty
1	xxxx	0.10	1

* Items with Tax

Tax Total

S/No	Tax Type	Taxable Amount (in RM)	Tax Amount (in RM)
1	SST Service Tax (8%)	0.00	0.00
2	Exempted	0.10	0.00

Allowance Charge
NOT APPLICABLE

Legal Monetary Total

Tax Exclusive Amount (in RM)	Tax Inclusive Amount (in RM)
0.50	0.50
Payable Amount (in RM)	
0.50	

You would need to verify your "TIN" before you can submit.

Submit

- At **MYINVOIS**, fill-in the mandatory fields and **SUBMIT**.
 - For Malaysians, select **NRIC ID** under **ID Type**.
 Example:-
ID (850613111111)
TIN (IG1234567890)
 - For non-Malaysians, select **PASSPORT ID** under **ID Type**.
- VERIFY** your 'TIN' (for Malaysians only) before **SUBMIT**.

STEP 8

Home > UBSM > Myinvois

Myinvois

The invoice have been successfully uploaded to Myinvois portal.

Submission ID: xxxxxxxxxxxxxxxxxxxx
Submission Result: xxxxxxxx

[View E-Invoice](#)

Supplier Party

Name	Address
City	Postal
Country Code	Phone
Email Address	

Customer Party

ID Type	ID
<input type="text" value="NRIC ID"/>	Example: 850619111111
TIN	Name
Example: IG1234567890	<input type="text"/>
Address	City
<input type="text"/>	<input type="text"/>
Postal	Country
<input type="text"/>	<input type="text"/>
Phone	Email Address
<input type="text"/>	<input type="text"/>

Invoice Items

S/No.	Item	Unit Price (in RM)	Qty
1	xxxxx	10.00	1

* Items with Tax

Tax Total

Total Tax Amount (in RM)
0.00

S/No.	Tax Type	Taxable Amount (in RM)	Tax Amount (in RM)
1	SST Service Tax (8%)	0.00	0.00
2	Exempted	10.00	0.00

Allowance Charge

NOT APPLICABLE

Legal Monetary Total

Tax Exclusive Amount (in RM)	Tax Inclusive Amount (in RM)
9.50	9.50
Payable Amount (in RM)	
9.50	

- Upon Submission, you will have the **Submission Result**. You can view and download the **e-Invoice**.

STEP 9

UNIVERSITY BOOK STORE (M) SDN BHD

Name	TAX INVOICE
Email	Invoice No.: xxxxxx
Transaction ID	Date: 01 Dec 2025

#	Item	Qty	Tax Price (RM)	Total (RM)
1.	xxxxxxx	1	0.10	0.10

Items with Tax

Total Sales before Delivery Charges	10.00
Delivery Charges	0.00
Total to be paid	10.00
Payment Received	10.00

More Information (by Client)

This purchase has been made with a cash collection option. We will send you a text/email when the items are ready for your collection.

E-Invoice UUID: xxxxxxxxxxxxxxxxxxxx

University Book Store Malaysia
No Signature Required

- A **UUID** reference will be included in the standard e-Invoice.

UNIVERSITY BOOK STORE MALAYSIA

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