Rev 1.1

PACIFIC BOOKSTORES

ONLINE GUIDE FOR PURCHASE OF (TEXTBOOKS & UNIFORM) 2027

ACCESSING THE WEBSITE

Please follow the instructions below

1a Enter the following URL on your web browser: **https://www.pacificbookstores.com**

1b For new customer, click the **Register** button to create a new account.

1c Fill up the following information
- **First Name**
- **Last Name**
- **Email**
- **Contact No.**
- **Password**

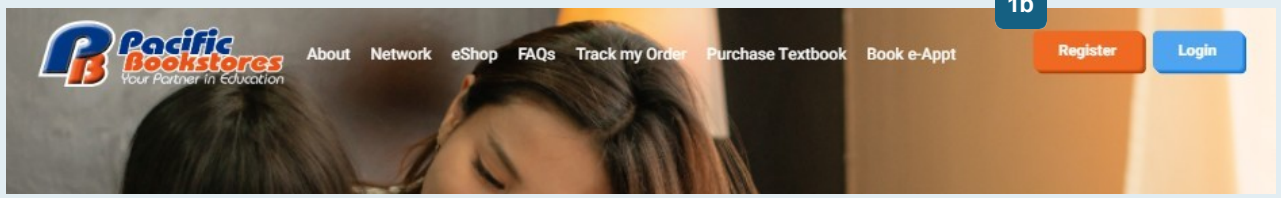
1d **Tick the checkbox** "I'm not a robot"

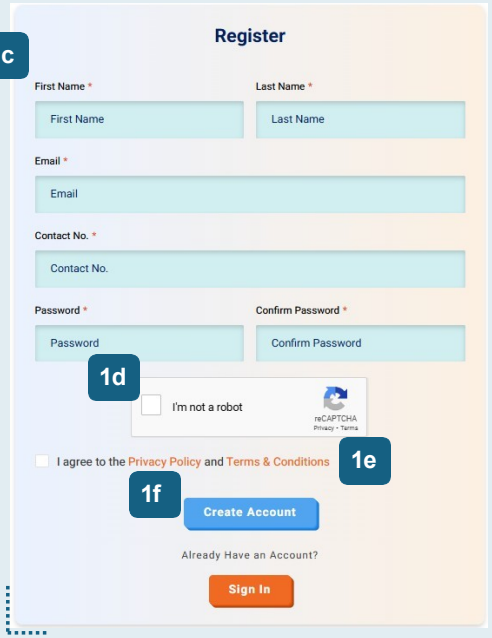
1e **Tick the checkbox** "I agree to the Privacy Policy and Terms & Conditions"

1f Click **Create Account** button when you are done

STEPS TO PURCHASE BOOKLIST ITEM







ACCESSING THE WEBSITE

Please follow the instructions below

1a On your web browser, enter the following URL: **https://www.pacificbookstores.com**

1b For existing customer, click the **Login** button to sign in to your account.

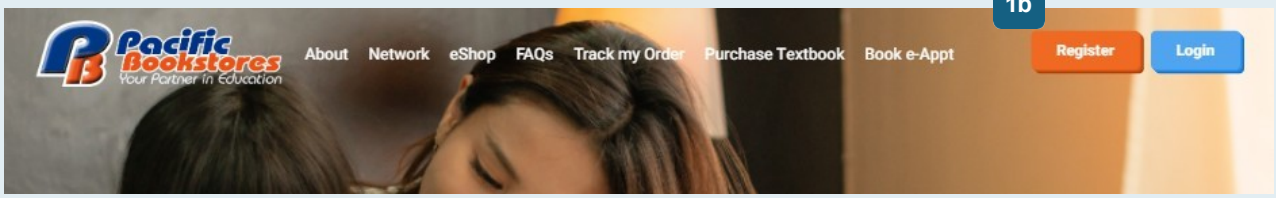
1c Key in your
- **Email**
- **Password**

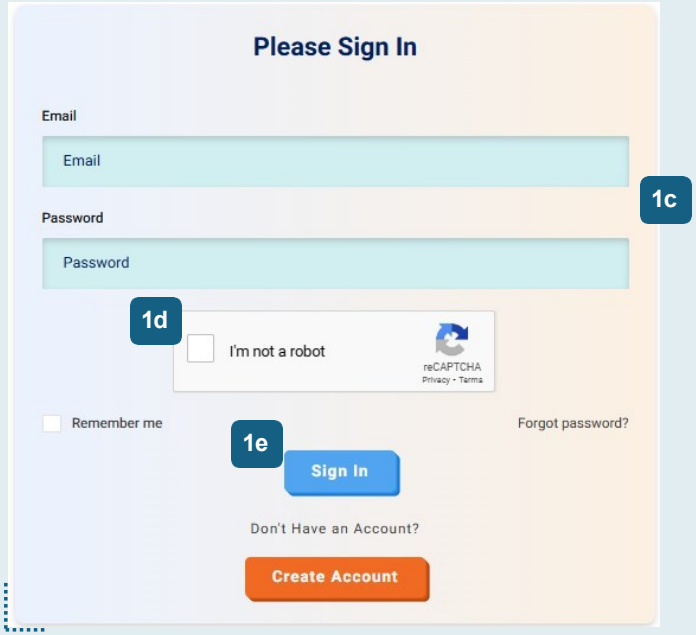
1d **Tick the checkbox** "I'm not a robot"

1e Click **Sign In** button when you are done

STEPS TO PURCHASE BOOKLIST ITEM







STEPS TO PURCHASE BOOKLIST ITEM

PURCHASE TEXTBOOK

Please follow the instructions below

2a Select E**ducation Level**

2b Select **School**

2c Select **Student Level**

2d Select **Mother Tongue**

2e Click **Order Now** button when you are done



Easily access your school announcements and annual booklist!

Select Below

2a Select Education Level

2b Select School

2c Select Student Level (Next Year)

2d Select Mother Tongue

Entitle for FAS?

NOTE: Kindly wait for school results if applying for FAS. Do not purchase books in advance. Please contact your school for more details on FAS code(s).

Financial Assistance Scheme (FAS) Code

2e Order Now

STEPS TO PURCHASE BOOKLIST ITEM

SELECT SHIPPING MODE

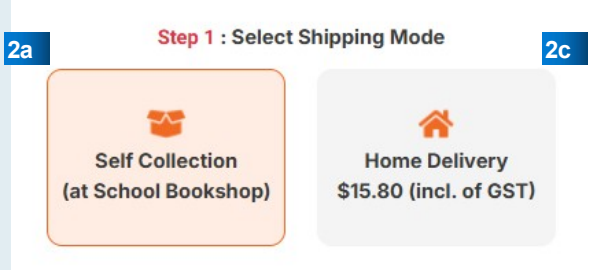
Please follow the instructions below

2a Select **Self Collection** if you prefer to collect your orders from the School Bookshop.

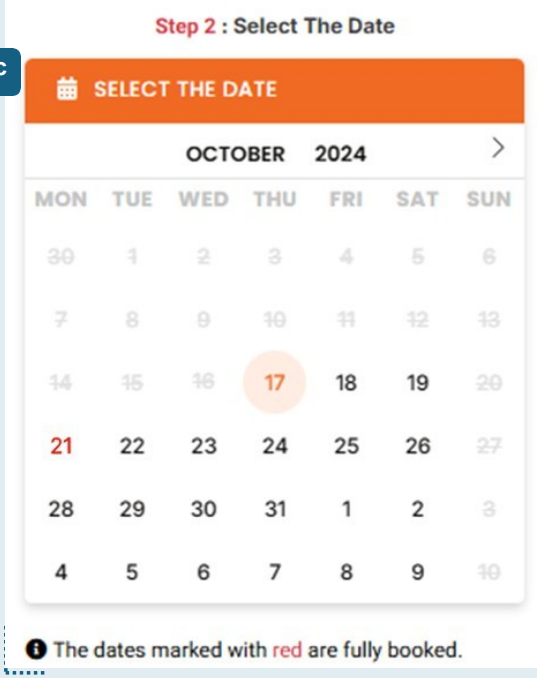
2b Select **Home Delivery** if you want your order delivered straight to your home address

2c Select the **Dates**
*Dates in **Black** are available for selection*
*Dates in **Red** are fully booked*

Note 1 *Home delivery has a fee of $15.80*



2b



STEPS TO PURCHASE BOOKLIST ITEM

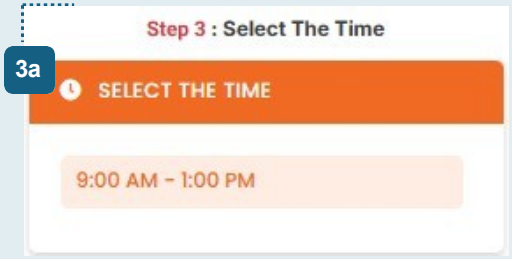
SELECT SHIPPING MODE

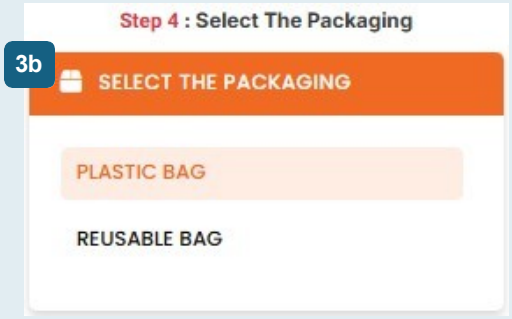
Please follow the instructions below

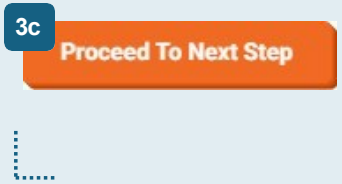
3a Select the **Time**

3b Select **Packaging Type**

3c Click **Proceed to Next Step** button when you are done









Note 1 *To ensure all customers have an opportunity to select their preferred date, we've implemented a grace period of **ONE** hour for checkout. If the order is not completed within this time, it will be cancelled and the date slot will be returned to the pool.*

SUBJECT FILTERING (SECONDARY)

Please follow the instructions below

3a Select the **Mother Tongue Level**
Tick the Mother Tongue Level according to the booklist

3b Select **Stream**
Tick the correct stream your child is taking
G1(NT), G2(NA) or G3(EXP)

3c Select **Subject**
Tick the correct subject your child is taking

STEPS TO PURCHASE BOOKLIST ITEM

Education Level

Selected Education Level : Secondary
Selected School : ZZZ Secondary Test School
Selected Student Level : Secondary 3
Financial Assistance Scheme (FAS) : No

Select Mother Tongue

Mother Tongue Language: ☑ Chinese ☐ Malay ☐ Tamil ☐ Others

3a **Mother Tongue Level:** ☐ Language B ☐ G1 (NT) ☐ G2 (NA) ☐ G3 (EXP) ☐ Higher

3b Select Stream

Stream: ☐ G1 (NT) ☐ G2 (NA) ☐ G3 (EXP)

3c Select Subject

English	☐ G1 (NT)	☐ G2 (NA)	☐ G3 (EXP)
Literature	☐ G1 (NT)	☐ G2 (NA)	☐ G3 (EXP)
Additional Mathematics	☐ G1 (NT)	☐ G2 (NA)	☐ G3 (EXP)
Mathematics	☐ G1 (NT)	☐ G2 (NA)	☐ G3 (EXP)
Science	☐ G1 (NT)	☐ G2 (NA)	☐ G3 (EXP)
Science (Pure Biology)	☐ G1 (NT)	☐ G2 (NA)	☐ G3 (EXP)

STEPS TO PURCHASE BOOKLIST ITEM

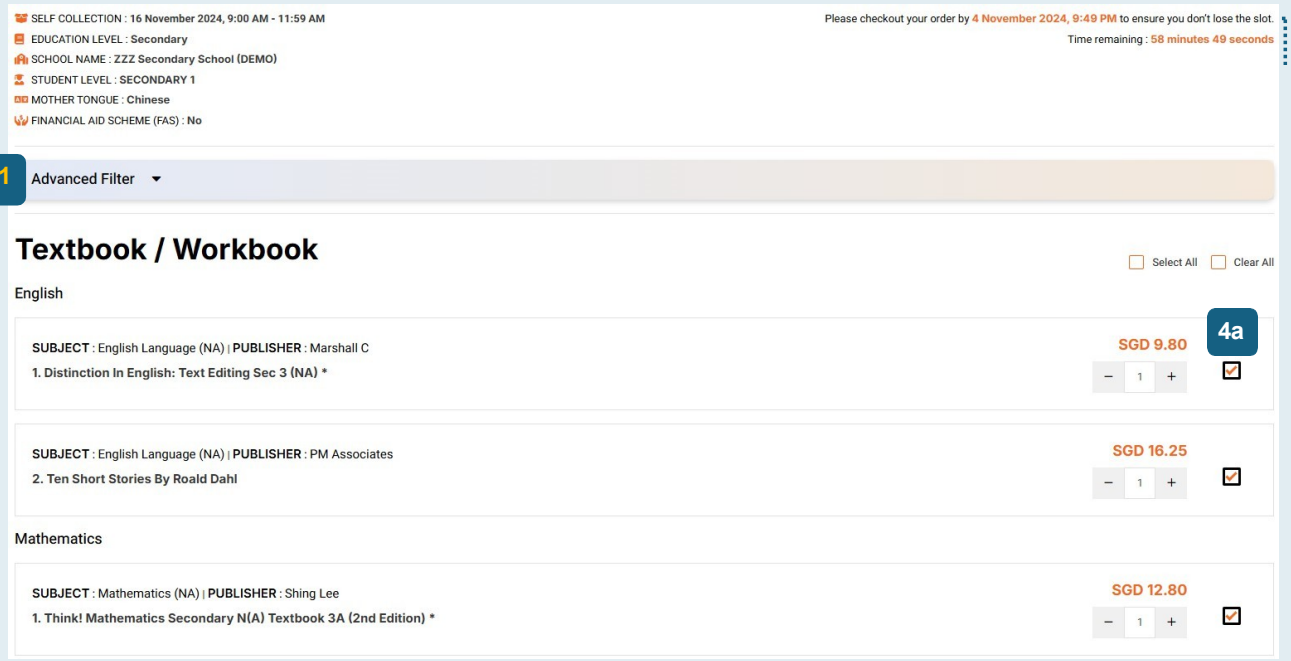
SELECTING BOOKLIST ITEM

Please follow the instructions below

4a Select your **Booklist item**
Items are pre-tick as per your booklist.

4b Click the **Next** button to purchase uniform when you are done selecting the booklist items.

Note 1 *If there are booklist subjects not showing in your textbook list. Please refer to the "Advance Filter" and review your subject selection*



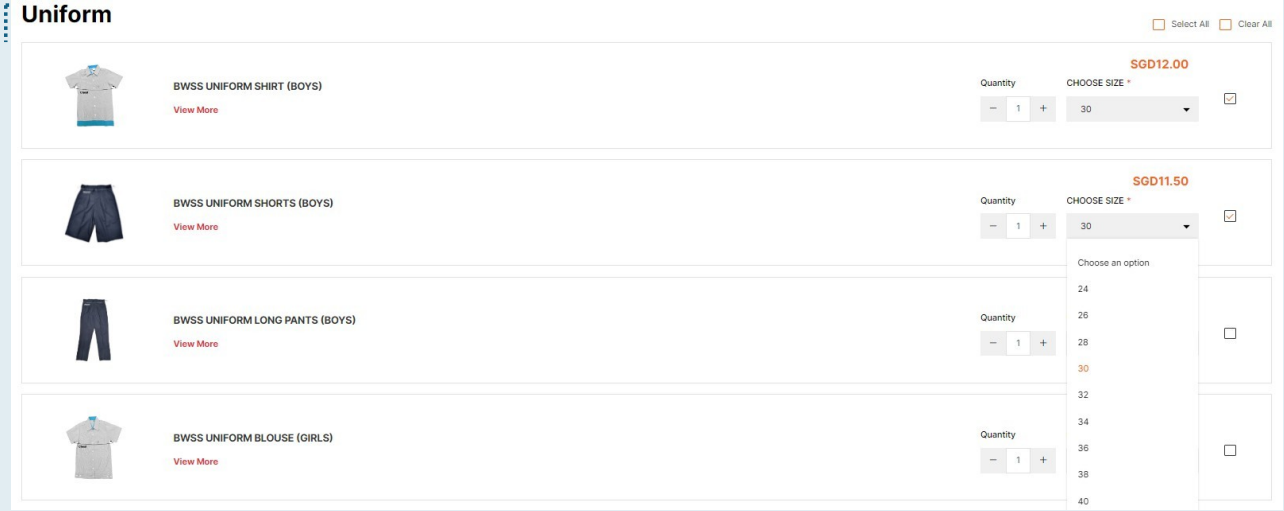
STEPS TO PURCHASE UNIFORMS

REVIEW PURCHASE ITEM

Please follow the instructions below

4c **Measure, choose the correct size by clicking** *on the dropdown box and indicate quantity to order.*

4d Click **Proceed to Next Step** button when you are done



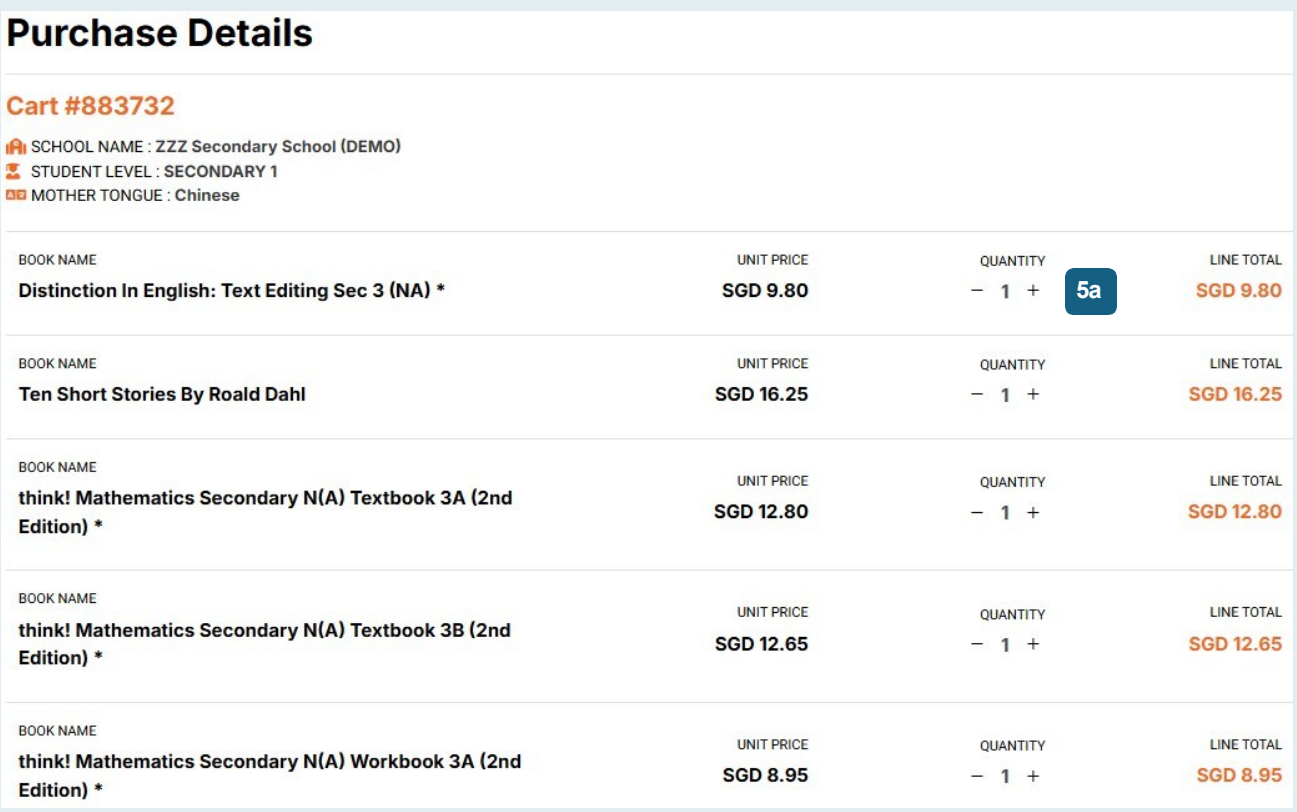
STEPS TO PURCHASE BOOKLIST ITEM

REVIEW PURCHASE ITEM

Please follow the instructions below

5a **Review** your selected booklist items
*Click **plus+** or **minus–** to change the item quantity.*

5b Click **Proceed to Next Step** button when you are done



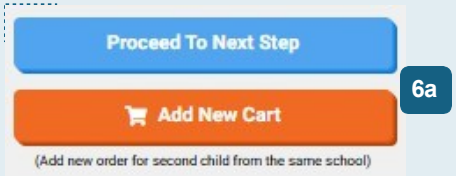
STEPS TO PURCHASE BOOKLIST ITEM

STUDENT DETAILS

Please follow the instructions below

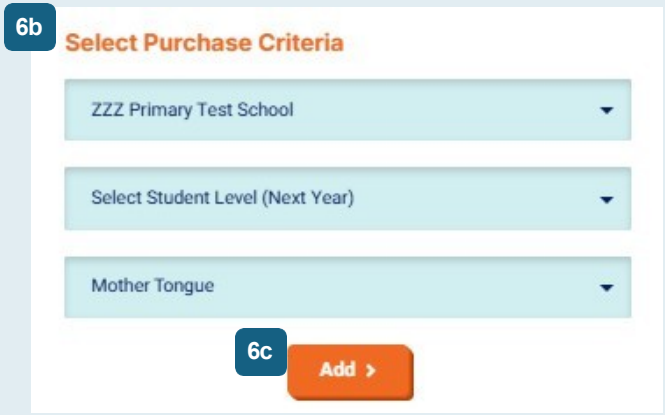
6a Click on **Add New Cart** button

Adding a new cart is only applicable if the 2nd child is from the same school.



6b A popup will appear on screen

- Select **School**
- Select **Student Level**
- Select **Mother Tongue**



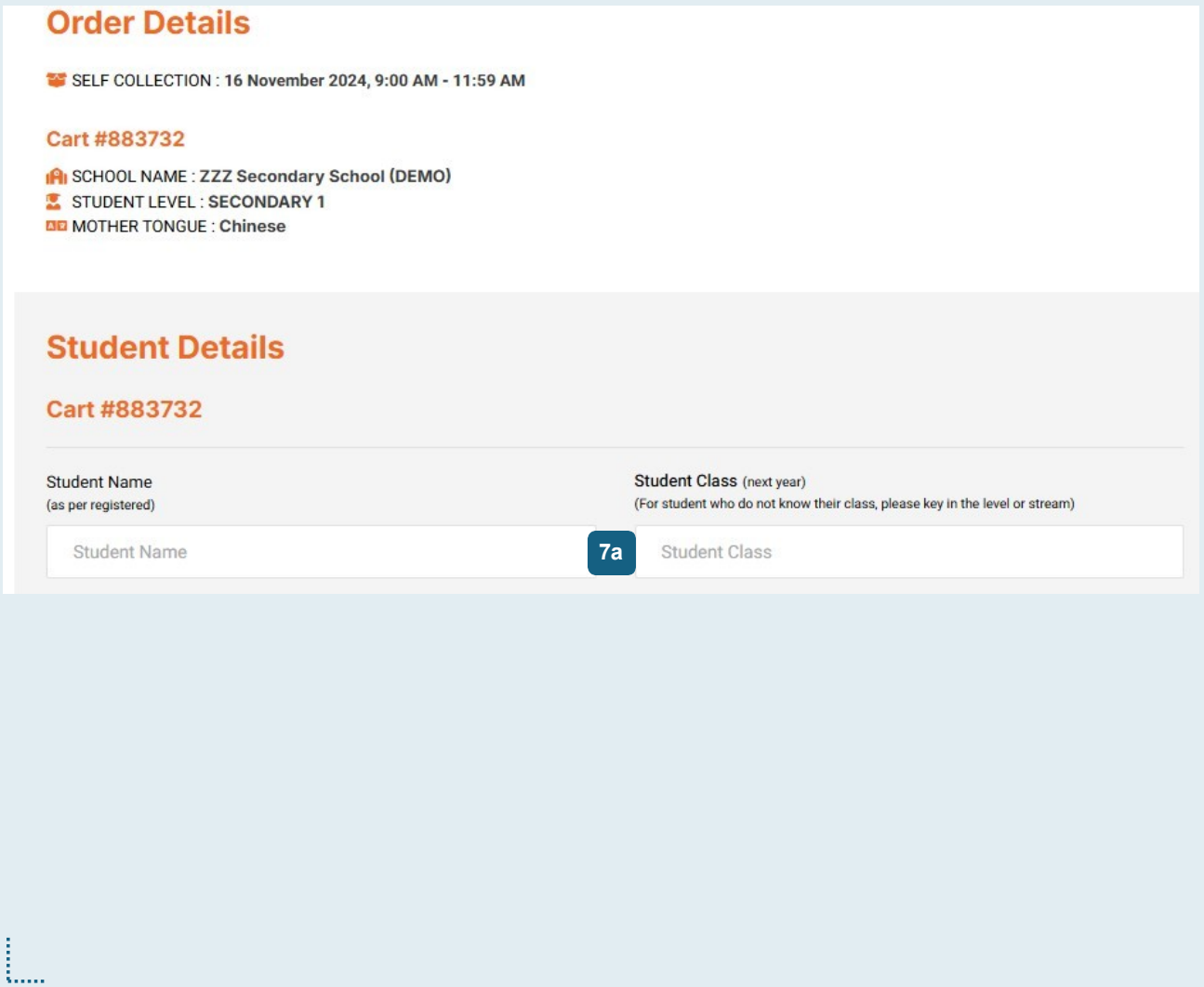
6c Click **Add** button when you are done

STEPS TO PURCHASE BOOKLIST ITEM

STUDENT DETAILS

Please follow the instructions below

7a Key in **Student Name** & **Class**



STEPS TO PURCHASE BOOKLIST ITEM

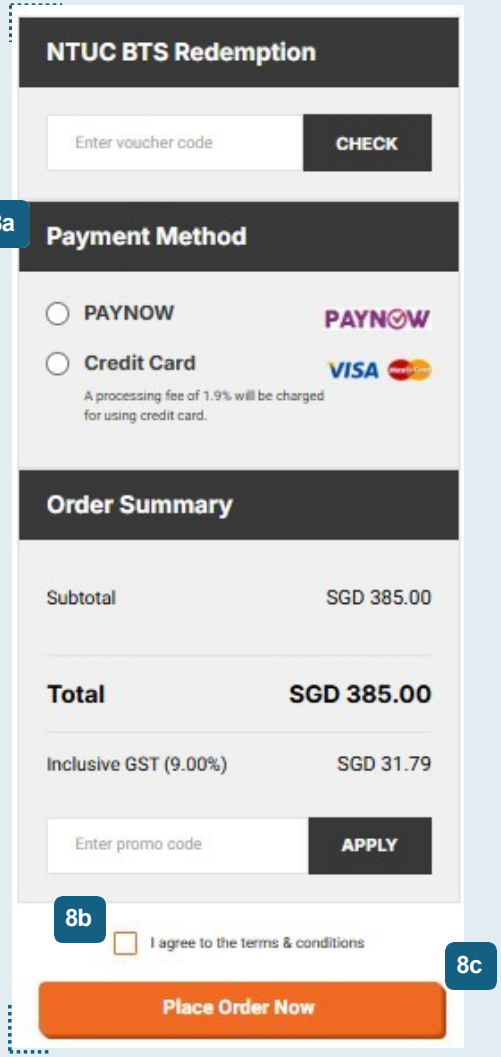
SELECTING PAYMENT METHOD

Please follow the instructions below

8a Select the **Payment Method**

8b **Tick the checkbox** “I agree to the Terms & Conditions”

8c Click the **Place Order Now** button when you are done



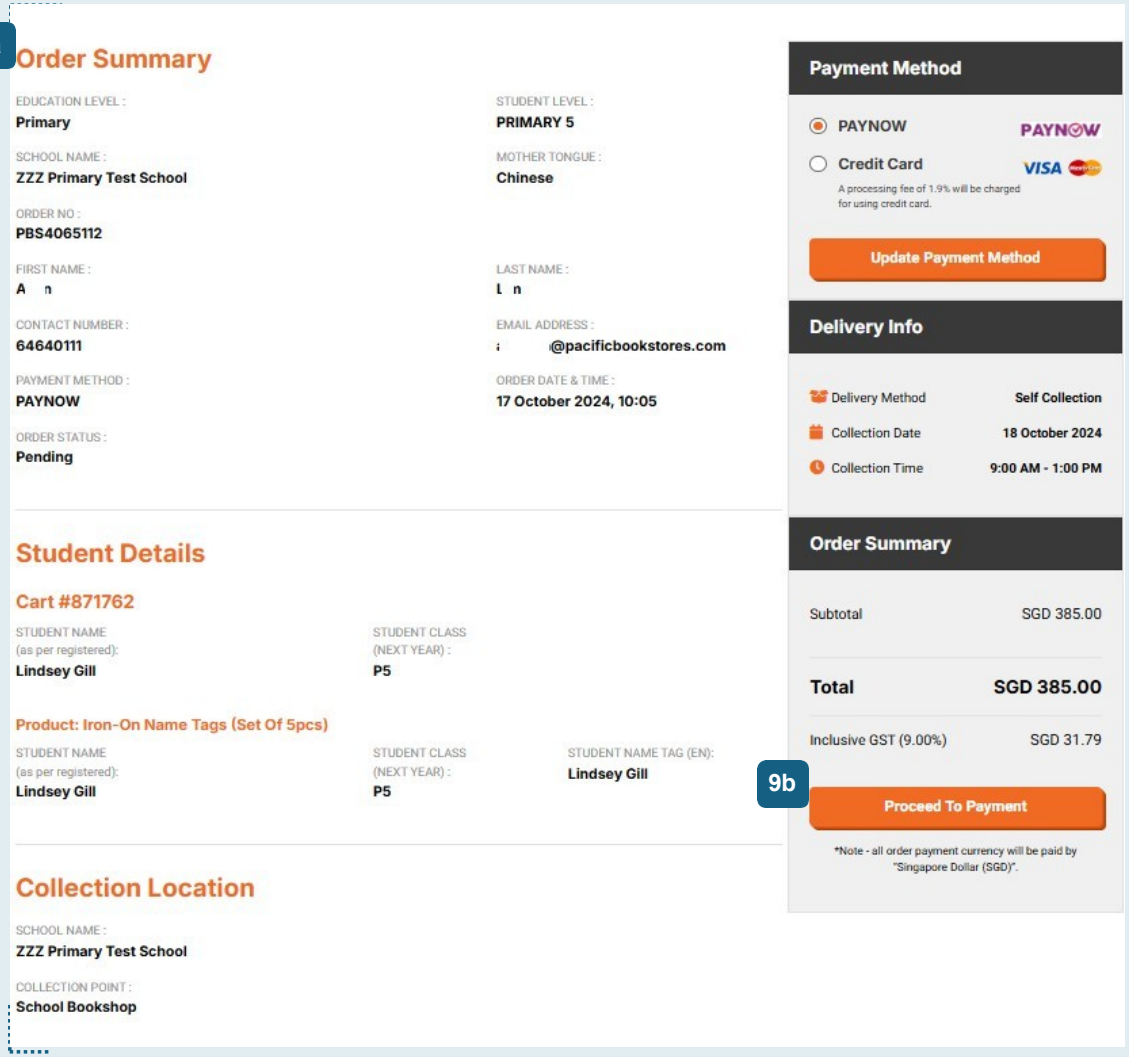
STEPS TO PURCHASE BOOKLIST ITEM

ORDER SUMMARY

Please follow the instructions below

9a **Review your order** and ensure the information provided and item selection is correct.

9b Click **Proceed to Payment** when you are done



STEPS TO PURCHASE BOOKLIST ITEM

PAYMENT (PAYNOW QR)

Please follow the instructions below

10a If you select **PAYNOW** as your payment method, a unique PAYNOW QR code will be generated for you on the PAYNOW portal

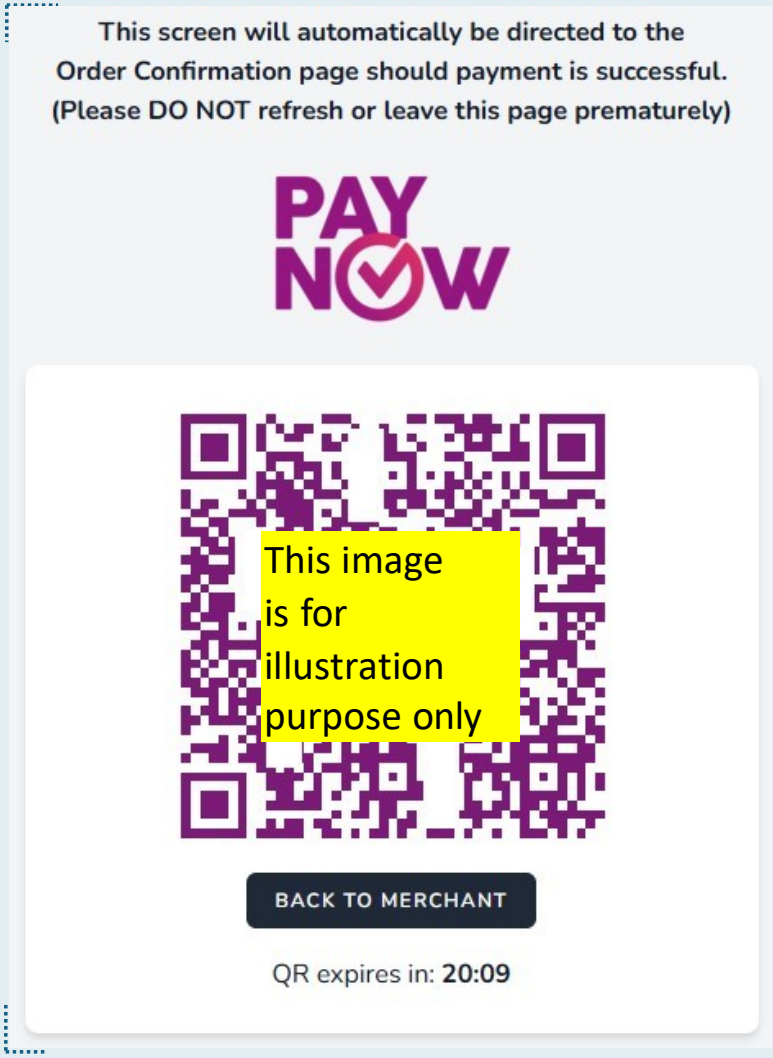
How to scan the **PAYNOW QR** code:

1. Open your banking app on the mobile device

2. Log in to your banking app

3. Use the app to scan the PAYNOW QR code
- For **DBS** app, click on **SCAN & PAY**
- For **UOB** app, click on **SCAN to PAY**
- For **OCBC** app, click on **SCAN & PAY**

If your payment is successful, you will be redirected back to Pacific Bookstores website.



STEPS TO PURCHASE BOOKLIST ITEM

PAYMENT (CREDIT CARD)

Please follow the instructions below

11a If you select **Credit Card** as your payment method, you will be redirected to the payment gateway portal

How to make payment via **VISA / MASTER**:

1. Fill in your credit card details
2. Enter your One Time Password from the bank

If you payment is successful, you will be redirected back to Pacific Bookstores website

