

**PACIFIC BOOKSTORES**  
**ONLINE PURCHASE**  
**GUIDE**  
**(TEXTBOOKS & UNIFORM)**

## 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

1a

1b

1c

1d

1e

1f

**Register**

First Name \*      Last Name \*

First Name      Last Name

Email \*

Email

Contact No. \*

Contact No.

Password \*      Confirm Password \*

Password      Confirm Password

I'm not a robot

I agree to the [Privacy Policy](#) and [Terms & Conditions](#)

**Create Account**

Already Have an Account?

**Sign In**

## 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

The screenshot illustrates the steps to access the website and log in. The browser address bar shows the URL **https://www.pacificbookstores.com**. The website header includes the Pacific Bookstores logo and navigation links: About, Network, eShop, FAQs, Track my Order, Purchase Textbook, and Book e-App. The login form is titled "Please Sign In" and contains the following elements:

- Email** input field
- Password** input field
- reCAPTCHA checkbox:  I'm not a robot
- Remember me checkbox:  Remember me
- Forgot password? link
- Sign In** button
- Don't Have an Account? link
- Create Account** button

## PURCHASE TEXTBOOK

Please follow the instructions below

- 2a** Select Education Level
- 2b** Select School
- 2c** Select Student Level
- 2d** Select Mother Tongue
- 2e** Click **Order Now** button when you are done

## STEPS TO PURCHASE BOOKLIST ITEM



**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**

## 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 \$14.90

## STEPS TO PURCHASE BOOKLIST ITEM

### 2a Step 1 : Select Shipping Mode 2b

 <b>Self Collection</b> (at School Bookshop)	 <b>Home Delivery</b> \$14.90 (incl. of GST)
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### 2c Step 2 : Select The Date

**2c**

SELECT THE DATE

OCTOBER 2024 >

MON	TUE	WED	THU	FRI	SAT	SUN
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**i** The dates marked with red are fully booked.

## 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.


## STEPS TO PURCHASE BOOKLIST ITEM

### Step 3 : Select The Time

**3a**  SELECT THE TIME

9:00 AM - 1:00 PM

### Step 4 : Select The Packaging

**3b**  SELECT THE PACKAGING

PLASTIC BAG

REUSABLE BAG

**3c** Proceed To Next Step



Please checkout your order by **19:32** to ensure you don't lose the slot.

**PROCEED TO NEXT STEP**

NOT NOW

## 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)

## 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 BOOKLIST ITEM

SELF COLLECTION : 16 November 2024, 9:00 AM - 11:59 AM  
 EDUCATION LEVEL : Secondary  
 SCHOOL NAME : ZZZ Secondary School (DEMO)  
 STUDENT LEVEL : SECONDARY 1  
 MOTHER TONGUE : Chinese  
 FINANCIAL AID SCHEME (FAS) : No

Please checkout your order by **4 November 2024, 9:49 PM** to ensure you don't lose the slot.  
 Time remaining : 58 minutes 49 seconds

**Note 1** Advanced Filter

### Textbook / Workbook

Select All  Clear All

English

SUBJECT : English Language (NA) | PUBLISHER : Marshall C

1. Distinction In English: Text Editing Sec 3 (NA) \*

SGD 9.80

- 1 +

**4a**



SUBJECT : English Language (NA) | PUBLISHER : PM Associates

2. Ten Short Stories By Roald Dahl

SGD 16.25

- 1 +



Mathematics

SUBJECT : Mathematics (NA) | PUBLISHER : Shing Lee

1. Think! Mathematics Secondary N(A) Textbook 3A (2nd Edition) \*

SGD 12.80

- 1 +





## 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 UNIFORMS

### Uniform

Select All    Clear All

	<b>BWSS UNIFORM SHIRT (BOYS)</b> <a href="#">View More</a>	<b>SGD12.00</b> Quantity: <input type="text" value="1"/> <input type="button" value="-"/> <input type="button" value="+"/> CHOOSE SIZE: <input type="text" value="30"/> <input type="button" value="v"/> <input checked="" type="checkbox"/>
	<b>BWSS UNIFORM SHORTS (BOYS)</b> <a href="#">View More</a>	<b>SGD11.50</b> Quantity: <input type="text" value="1"/> <input type="button" value="-"/> <input type="button" value="+"/> CHOOSE SIZE: <input type="text" value="30"/> <input type="button" value="v"/> <input checked="" type="checkbox"/>
	<b>BWSS UNIFORM LONG PANTS (BOYS)</b> <a href="#">View More</a>	Quantity: <input type="text" value="1"/> <input type="button" value="-"/> <input type="button" value="+"/> <input type="checkbox"/>
	<b>BWSS UNIFORM BLOUSE (GIRLS)</b> <a href="#">View More</a>	Quantity: <input type="text" value="1"/> <input type="button" value="-"/> <input type="button" value="+"/> <input type="checkbox"/>

Choose an option

- 24
- 26
- 28
- 30
- 32
- 34
- 36
- 38
- 40

## 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

### Purchase Details

#### Cart #883732

 SCHOOL NAME : ZZZ Secondary School (DEMO)

 STUDENT LEVEL : SECONDARY 1

 MOTHER TONGUE : Chinese

BOOK NAME	UNIT PRICE	QUANTITY	LINE TOTAL
<b>Distinction In English: Text Editing Sec 3 (NA) *</b>	<b>SGD 9.80</b>	- 1 + <b>5a</b>	<b>SGD 9.80</b>
<b>Ten Short Stories By Roald Dahl</b>	<b>SGD 16.25</b>	- 1 +	<b>SGD 16.25</b>
<b>think! Mathematics Secondary N(A) Textbook 3A (2nd Edition) *</b>	<b>SGD 12.80</b>	- 1 +	<b>SGD 12.80</b>
<b>think! Mathematics Secondary N(A) Textbook 3B (2nd Edition) *</b>	<b>SGD 12.65</b>	- 1 +	<b>SGD 12.65</b>
<b>think! Mathematics Secondary N(A) Workbook 3A (2nd Edition) *</b>	<b>SGD 8.95</b>	- 1 +	<b>SGD 8.95</b>

## STUDENT DETAILS

Please follow the instructions below

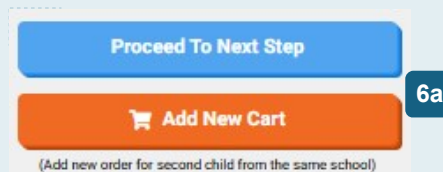
**6a** Click on **Add New Cart** button  
*Adding a new cart is only applicable if the 2<sup>nd</sup> child is from the same school.*

**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



**6b** **Select Purchase Criteria**

A screenshot of a form titled 'Select Purchase Criteria'. It contains three dropdown menus. The first dropdown is labeled 'ZZZ Primary Test School'. The second dropdown is labeled 'Select Student Level (Next Year)'. The third dropdown is labeled 'Mother Tongue'. Below the dropdowns is an orange button labeled 'Add >' with a small blue box containing '6c' to its left.

## STEPS TO PURCHASE BOOKLIST ITEM

### STUDENT DETAILS

Please follow the instructions below


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


### Order Details

 SELF COLLECTION : 16 November 2024, 9:00 AM - 11:59 AM

**Cart #883732**

 SCHOOL NAME : ZZZ Secondary School (DEMO)

 STUDENT LEVEL : SECONDARY 1

 MOTHER TONGUE : Chinese

### Student Details

**Cart #883732**

Student Name  
(as per registered)

Student Class (next year)  
(For student who do not know their class, please key in the level or stream)

**7a**

## 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

**NTUC BTS Redemption**

CHECK

**8a Payment Method**

**PAYNOW** PAYNOW

**Credit Card** VISA

A processing fee of 1.9% will be charged for using credit card.

**Order Summary**

Subtotal	SGD 385.00
<b>Total</b>	<b>SGD 385.00</b>
Inclusive GST (9.00%)	SGD 31.79

APPLY

**8b**
 I agree to the terms & conditions

**8c** **Place Order Now**

## 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

### 9a Order Summary

EDUCATION LEVEL :

**Primary**

SCHOOL NAME :

**ZZZ Primary Test School**

ORDER NO :

**PBS4065112**

FIRST NAME :

**A n**

CONTACT NUMBER :

**64640111**

PAYMENT METHOD :

**PAYNOW**

ORDER STATUS :

**Pending**

STUDENT LEVEL :

**PRIMARY 5**

MOTHER TONGUE :

**Chinese**

LAST NAME :

**L n**

EMAIL ADDRESS :

**@pacificbookstores.com**

ORDER DATE & TIME :

**17 October 2024, 10:05**

### Student Details

#### Cart #871762

STUDENT NAME  
(as per registered):

**Lindsey Gill**

STUDENT CLASS  
(NEXT YEAR) :

**P5**

#### Product: Iron-On Name Tags (Set Of 5pcs)

STUDENT NAME  
(as per registered):

**Lindsey Gill**

STUDENT CLASS  
(NEXT YEAR) :

**P5**

STUDENT NAME TAG (EN):

**Lindsey Gill**

### Collection Location

SCHOOL NAME :

**ZZZ Primary Test School**

COLLECTION POINT :

**School Bookshop**

### Payment Method

**PAYNOW**

**PAYNOW**

**Credit Card**

**VISA** **MasterCard**

A processing fee of 3.9% will be charged for using credit card.

**Update Payment Method**

### Delivery Info

 Delivery Method

**Self Collection**

 Collection Date

**18 October 2024**

 Collection Time

**9:00 AM - 1:00 PM**

### Order Summary

Subtotal **SGD 385.00**

**Total** **SGD 385.00**

Inclusive GST (9.00%) **SGD 31.79**

**9b**

**Proceed To Payment**

\*Note - all order payment currency will be paid by "Singapore Dollar (SGD)".

## 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

This screen will automatically be directed to the **Order Confirmation** page should payment is successful.  
(Please **DO NOT** refresh or leave this page prematurely)

**PAY  
NOW**



[BACK TO MERCHANT](#)

QR expires in: 20:09

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

## STEPS TO PURCHASE BOOKLIST ITEM

### Pacific Bookstores

Secure payment 


Card number \*



Expiry month \* Expiry year \*

Cardholder name \*

Security code \*

 3 digits on back of your card