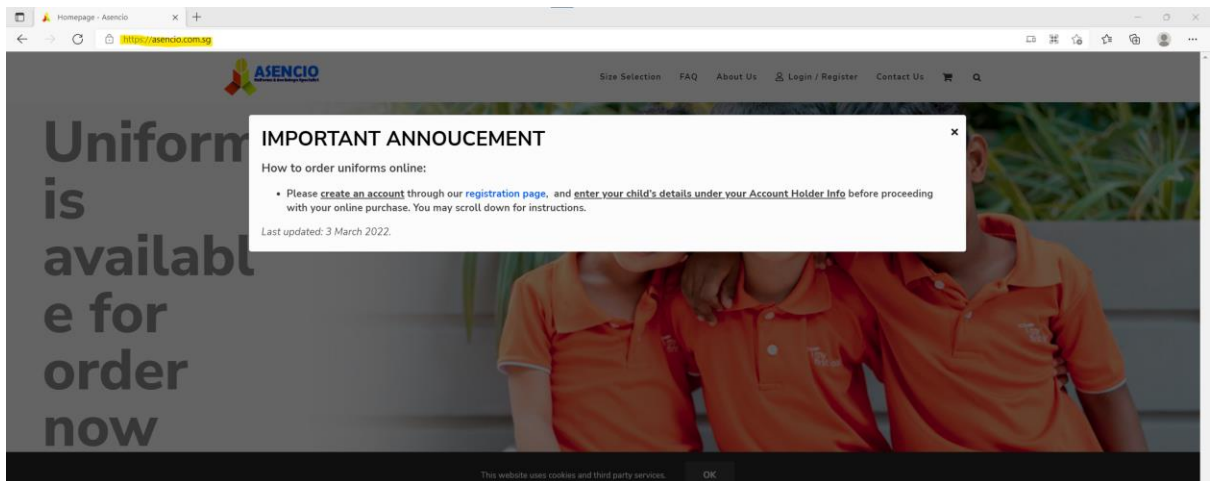
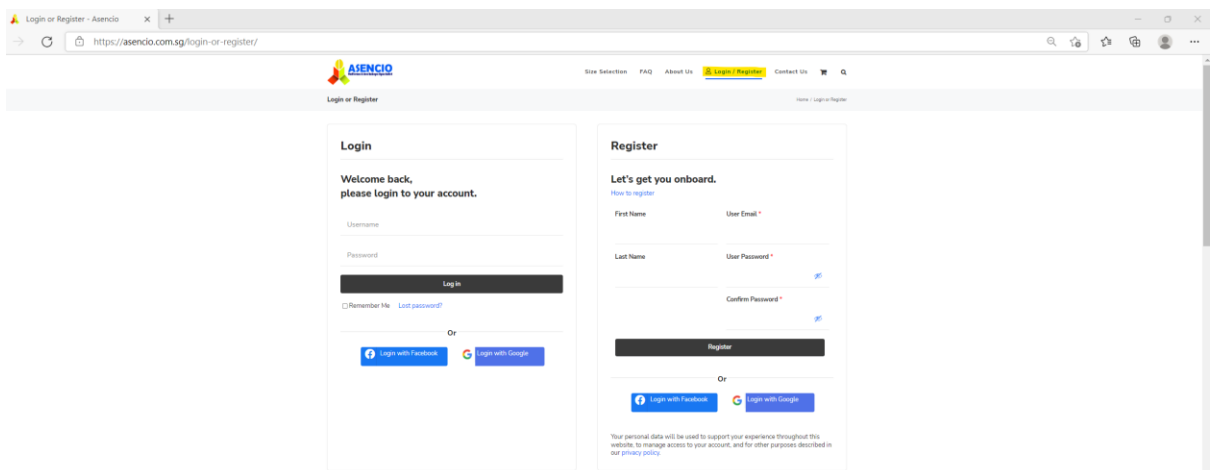


# ONLINE ORDERING GUIDE

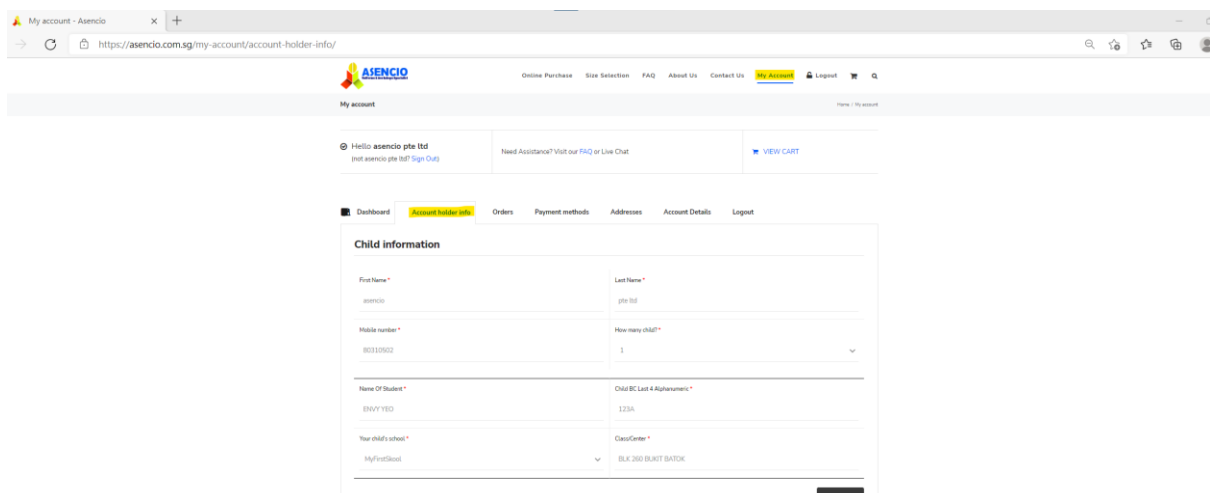
1. Please enter our website address : [www.asencio.com.sg](http://www.asencio.com.sg) at browser



2. Click on Login / Register to register a new account

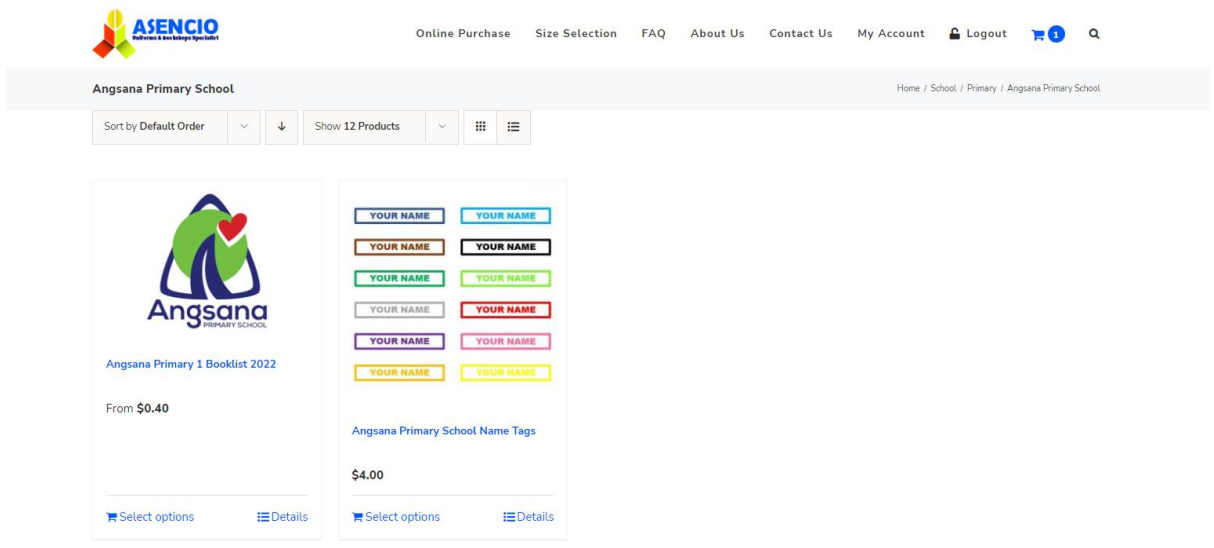


3. After successful login, click on My Account to update Account holder info and submit before proceeding with online purchase.

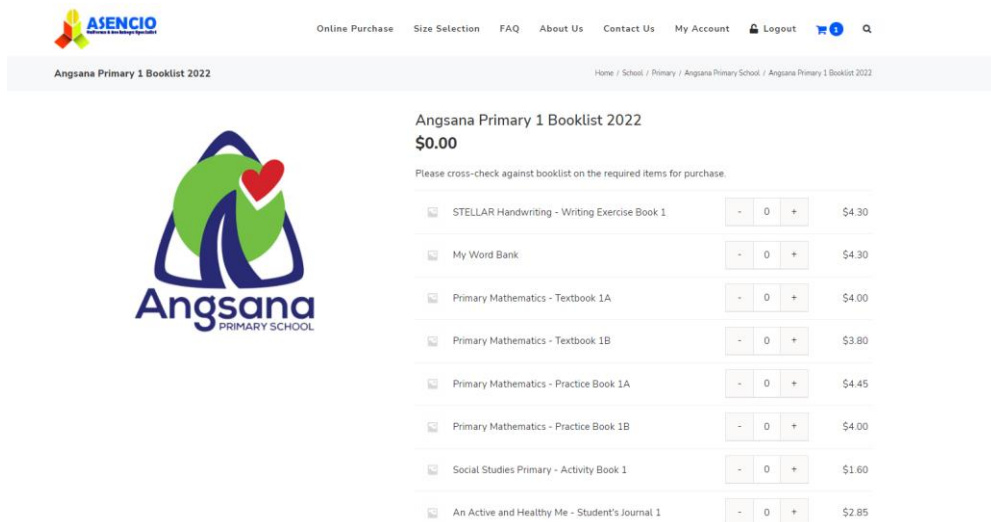


# ONLINE ORDERING GUIDE

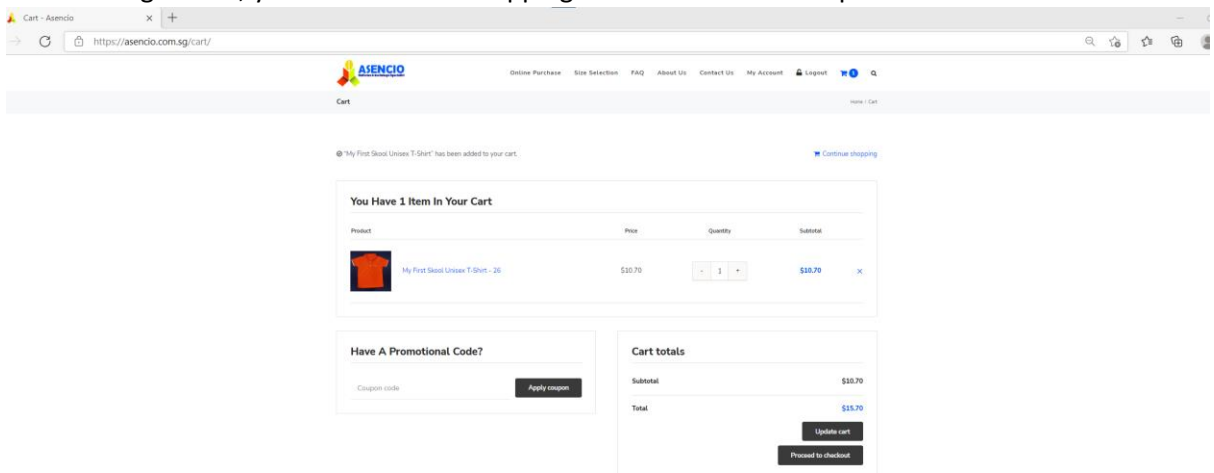
4. Click on Online Purchase to view the products



5. Click on individual product to view the booklist and add items to cart

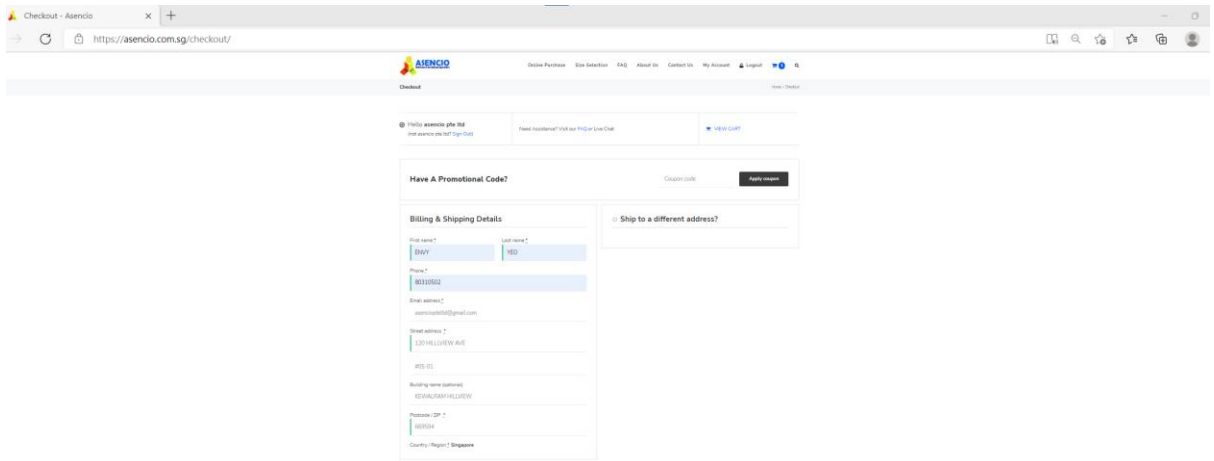


6. After adding to cart, you can continue shopping to add more items or proceed to check out

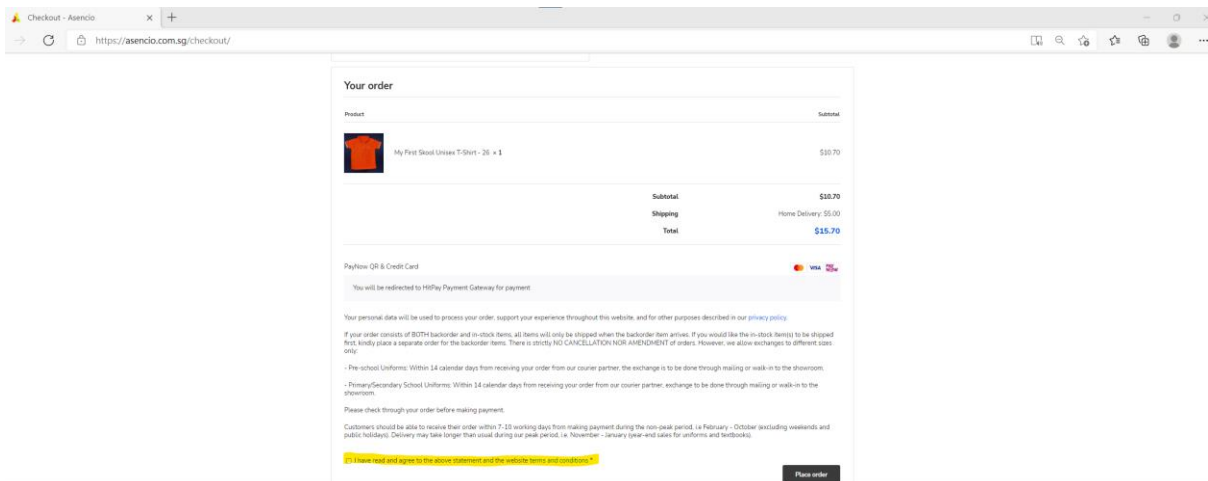


# ONLINE ORDERING GUIDE

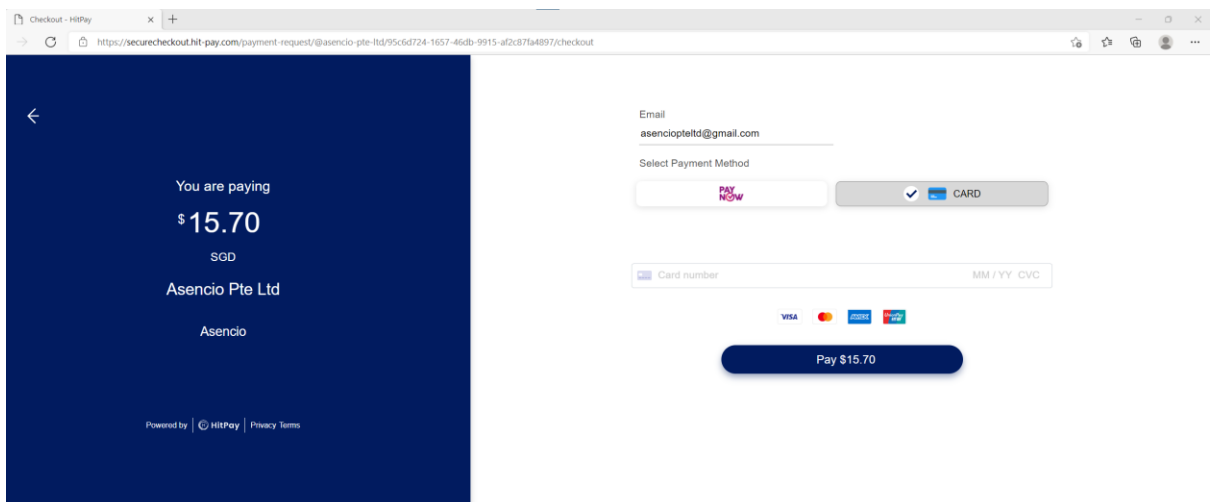
7. a) At the checkout page, enter shipping details for delivery



- b) Check order items, read and accept terms and conditions before placing order

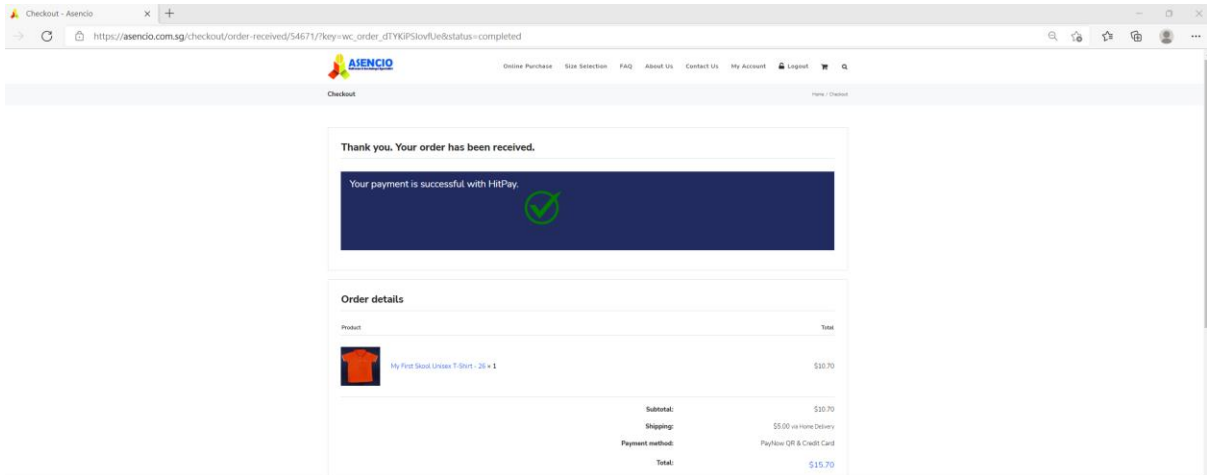


8. You will be directed to the payment gateway. You can choose either card payment or PayNow



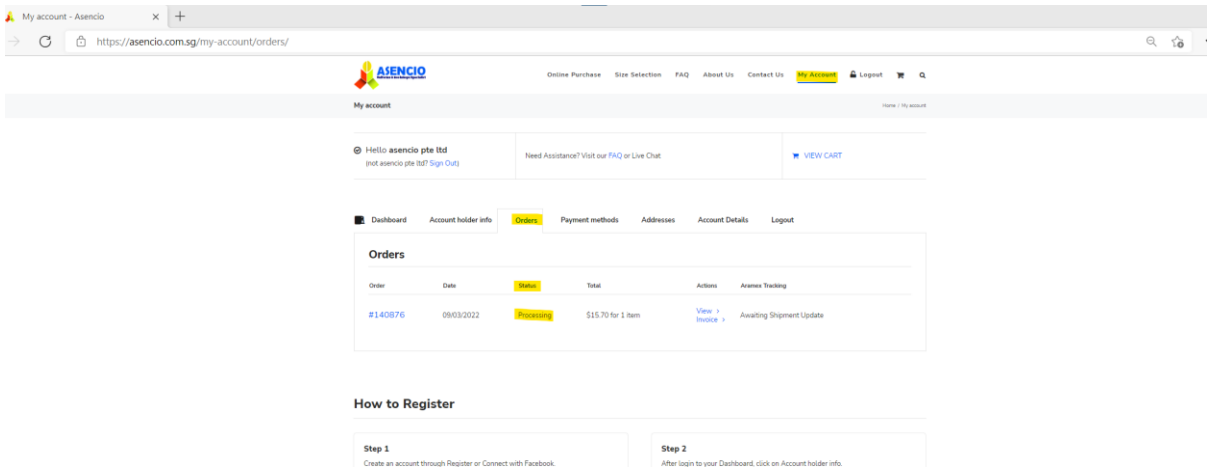
# ONLINE ORDERING GUIDE

9. After successful payment, you will be redirected back to our website

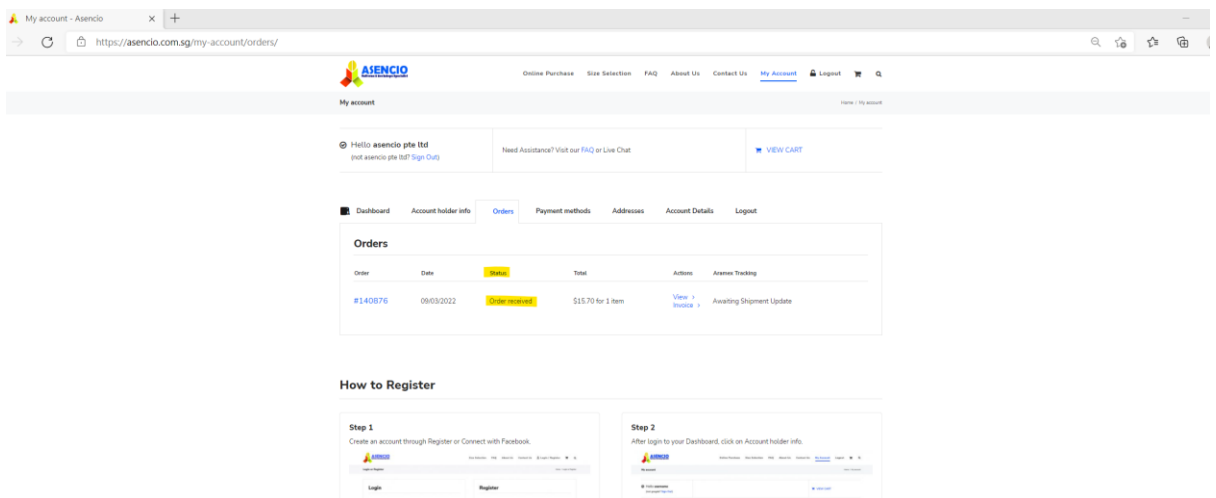


10. You can check your orders status under my account. A copy of your invoice can also be downloaded by clicking on the invoice link.

a) Status: Processing when order is successfully placed



b) Status: Order received when we are preparing the order (We update the next working day after order is placed)



# ONLINE ORDERING GUIDE

- c) Status: Shipped when ready for Courier pick up (We update the next working day after order is picked up)

The screenshot displays the 'My account' page on the Asencio website. The browser address bar shows 'https://asencio.com.sg/my-account/orders/'. The page header includes the Asencio logo and navigation links: 'Online Purchase', 'Size Selection', 'FAQ', 'About Us', 'Contact Us', 'My Account', 'Logout', and a search icon. Below the header, the user is identified as 'Hello asencio pte ltd' with a 'Sign Out' link. A 'VIEW CART' button is visible. The main navigation menu includes 'Dashboard', 'Account holder info', 'Orders', 'Payment methods', 'Addresses', 'Account Details', and 'Logout'. The 'Orders' section is active, showing a table with one order:

Order	Date	Status	Total	Actions	Order Tracking
#140876	09/09/2022	Shipped	\$15.70 for 1 item	<a href="#">View Invoice</a>	Awaiting Shipment Update

Below the orders table, there is a 'How to Register' section with two steps:

- Step 1:** Create an account through Register or Connect with Facebook. It shows a login/register form with fields for 'Login' and 'Register'.
- Step 2:** After login to your Dashboard, click on Account holder info. It shows a dashboard navigation menu.