



# eStore User Login Guide

(International School Parents)

## STEP 1

**Login-ID**

**Password**

**Submit**

**Register** [Forgotten Password](#)

- Go to [www.ubsm.com.my](http://www.ubsm.com.my)
- For new users, **REGISTER** at the bottom right page to create your eStore account by filling in your details and **SUBMIT**.
- After registration is completed, you are automatically logged into your eStore account.
- An email with your Login-ID and password will be send to your registered email address. (Please check in the SPAM/JUNK folder, if it's not in the INBOX)

- After your eStore account is activated,
  - i) Key-in the **school URL** (please enquire from the school).

[www.ubsm.com.my/url](http://www.ubsm.com.my/url)

OR

- ii) select **BOOKLIST** on top of the screen. You will see a selection of schools.  
→ select your **SCHOOL**, and **YEAR**.

## STEP 2

Home > About Us Promotion **Booklist** Member Card

Home > Booklist  
**Booklist**  
Select your institution :

**ABC International School**  
ABC International School (2017/2018)

**DEF International School**  
DEF International School (2017/2018)

**XYZ International School**  
XYZ International School (2017/2018)

Home > About Us Promotion Booklist Member Card

Home > Booklist  
**ABC International Booklist (2017/2018)**

**Select your year**

- Nursery
- Reception
- Year 1
- Year 2

## STEP 3

Home > About Us Promotion Booklist Member Card

Home > Booklist  
**ABC International Booklist (2017/2018)**

Selected year  
Nursery

**INSTRUCTIONS**

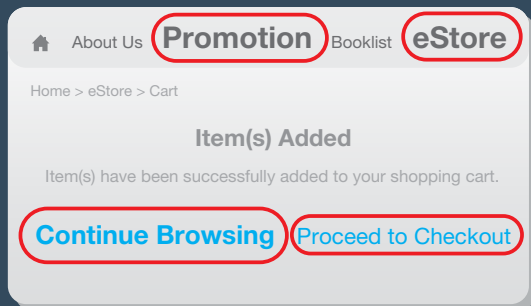
Title	Price(RM)	Qty	Total(RM)
BOOK xxx xxxxxx xx	10.00	<input type="text" value="0"/>	0.00
BOOK xxx xxxxxx xxxxxx xx	5.00	<input type="text" value="0"/>	0.00
BOOK xxx xxxxxx xxx	30.50	<input type="text" value="0"/>	0.00

**Subtotal 0.00**

**ADD TO CART**

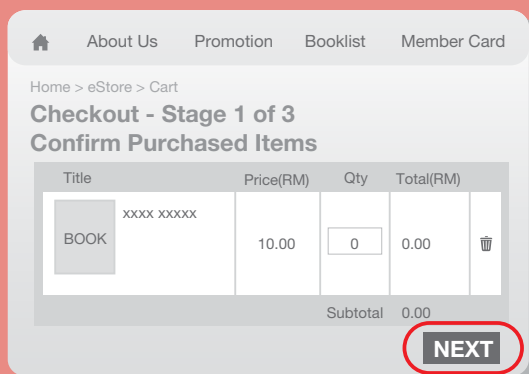
- **Take note** of the **INSTRUCTIONS** before making any order.
- Select the **ITEM** by entering the **QUANTITY** required. The final **SUBTOTAL** price will be shown at the bottom. Confirm your order by **ADD TO CART**.

## STEP 4

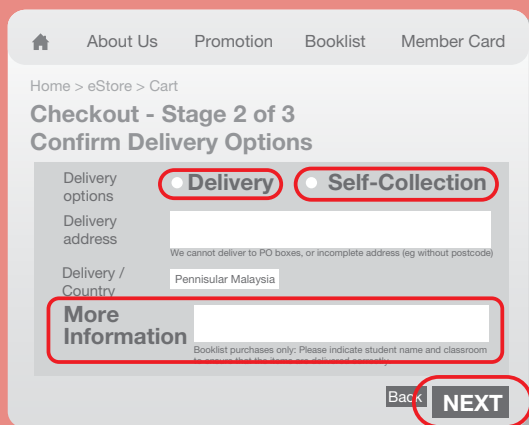


- You will be diverted to 'Item(s) Added' page,
  - if you wish to order books out of the booklist, select **CONTINUE BROWSING** then select **eSTORE** or **PROMOTIONS** on top of the screen.
  - for payment, select **PROCEED TO CHECKOUT**.

## STEP 5

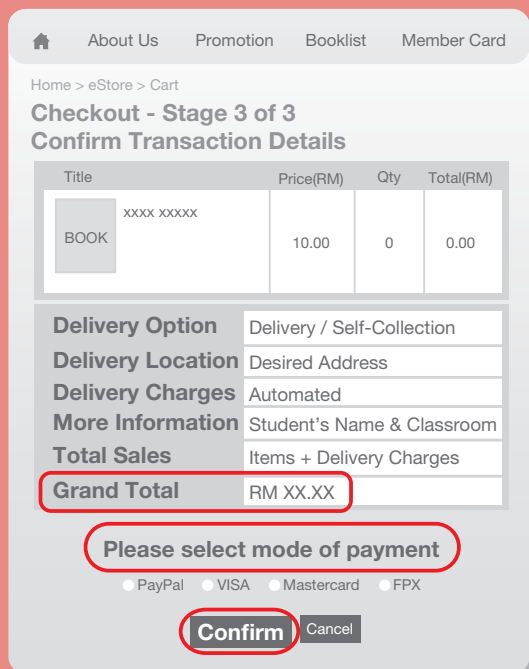


- At Checkout - Stage 1 of 3**, gives an overview of items selected and subtotal amount. Confirm your items and amount, and select **NEXT**.



- At Checkout - Stage 2 of 3**, select a **delivery options**. Fill-in student's name and classroom (essential to fill-in for self-collection option at school) at **MORE INFORMATION** and select **NEXT**.

- 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.

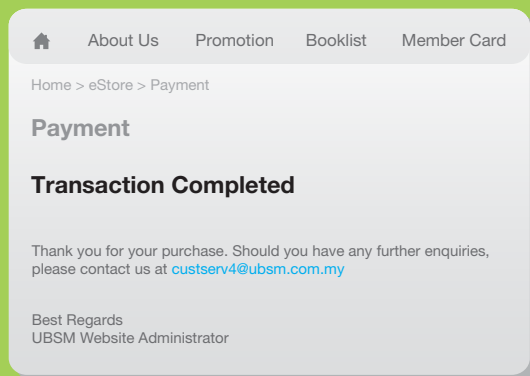


- At Checkout - Stage 3 of 3**, to confirm purchase.

### → A final overview of **GRAND TOTAL**

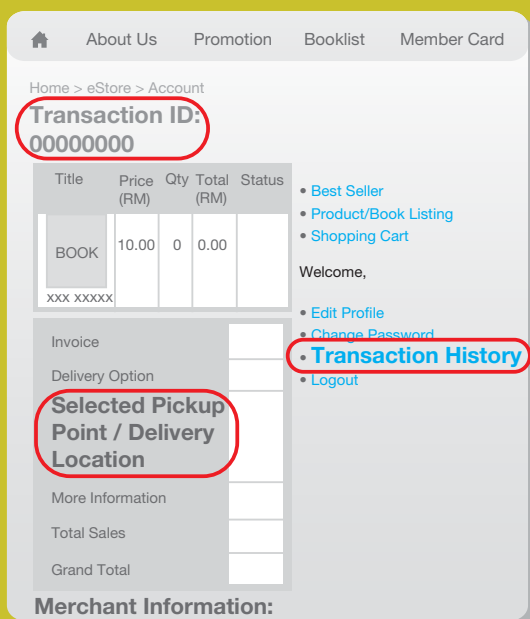
- item selected,
  - delivery option selected
  - selected address + automated delivery charges or self-collection point
  - student's name and classroom (essential for self-collection option at school)
- Please ensure all fields are correct at this point, select a **MODE OF PAYMENT** and **CONFIRM** to proceed with payment.
- Please follow the payment gateway instructions to complete the payment.

## STEP 6



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

## STEP 7



- 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  
Email: [custserv4@ubsm.com.my](mailto:custserv4@ubsm.com.my), Tel: +603 9100 1868