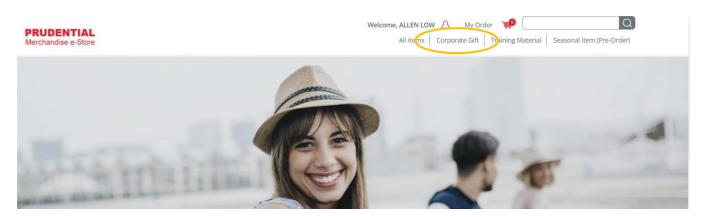


## 100 Years Anniversary Premiums How to Order (Staff)

by Olympia Diary (M) Sdn Bhd

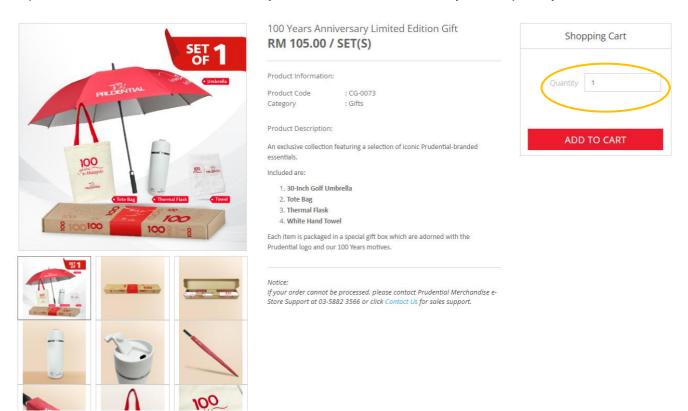


- Step 1. Refer to system <u>User Guide for Staff</u> for registration.
- Step 2. After you have registered and login to e-Store, click on "Corporate Gift".



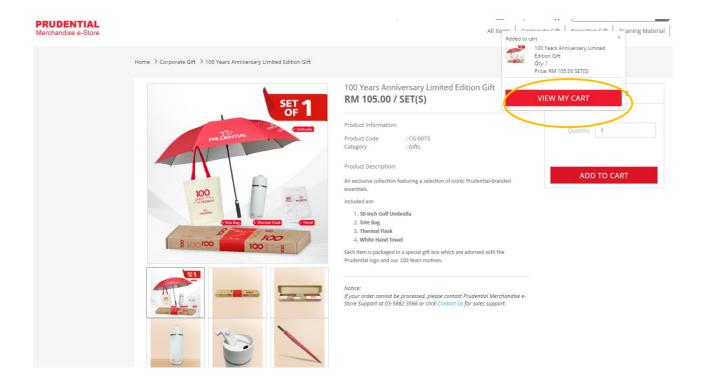
**Note:** User is unable to combine the order for item(s) from Corporate Gift/Executive Gift/Training Material category together with "Seasonal Item (Pre-Order)" category because the item(s) from "Seasonal Item (Pre-Order)" category carry different delivery date.

Step 3. Select the 100 Years Anniversary Limited Edition Gift then key in the quantity. Click "ADD TO CART".

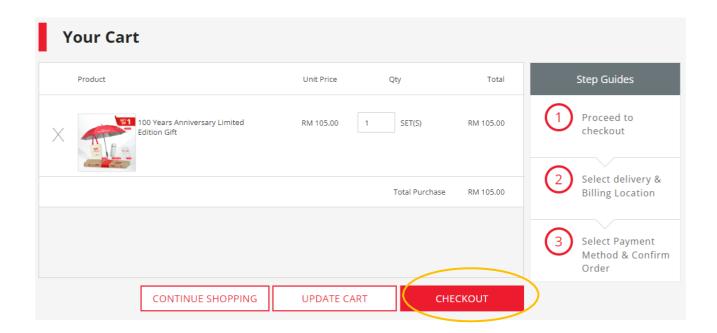




Step 4. A pop-up window will show the list of items that you ordered. Click "VIEW MY CART" to continue.

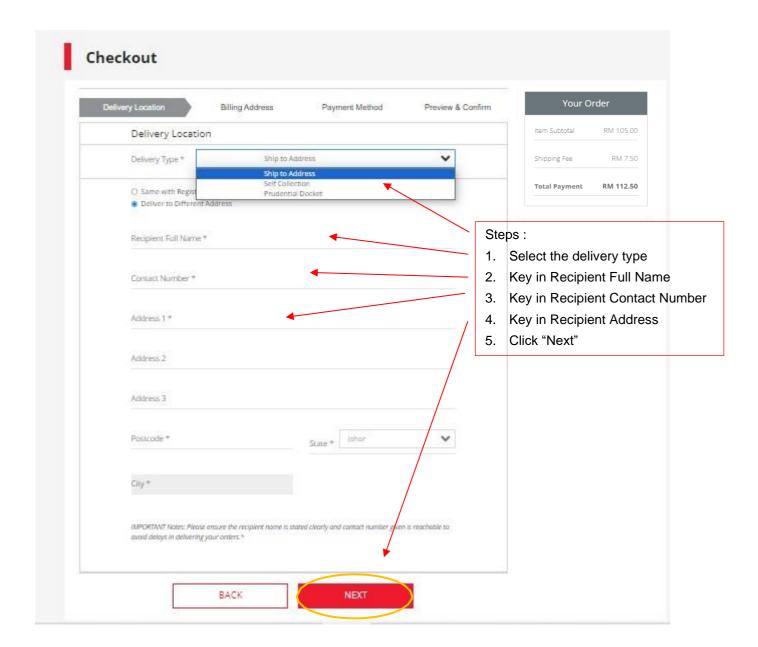


Step 5. Confirm your order and quantity are correct. Click "CHECKOUT".





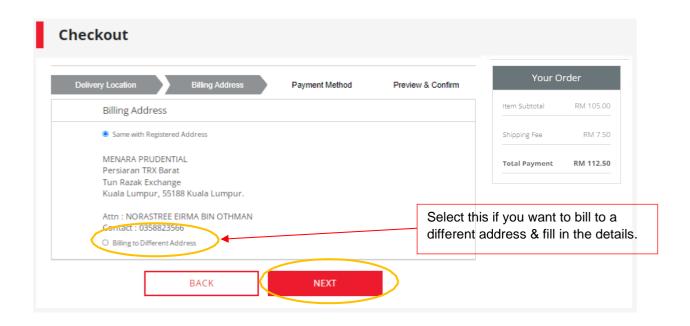
Step 6. Select the delivery types and fill in the details accordingly.



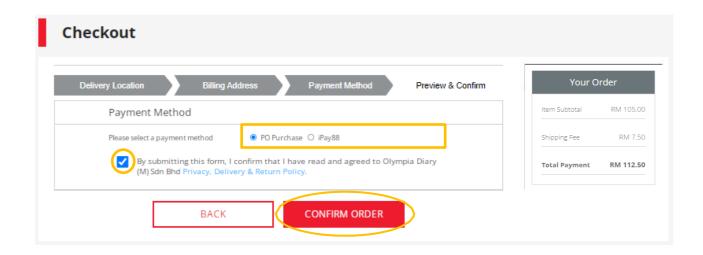
Delivery Type	Description
Ship to Address	To deliver to your preferred address
Self Collection	Self collect at ODM warehouse
Prudential Docket	Order in bulk but need special packing for delivery to few locations. Usually for delivery to media and/or bank partners etc.  To provide packing list to astree@olympiadiary.com and arrange to deliver the courier docket to Olympia Diary.



Step 7. Select the billing address.



Step 8. Select the payment option. Check the "Tick Box" to agree with the Privacy, Delivery & Return Policy and click "CONFIRM ORDER".





Step 9. Click "PLACE ORDER" to submit your order and follow the step by step to complete your payment process.

