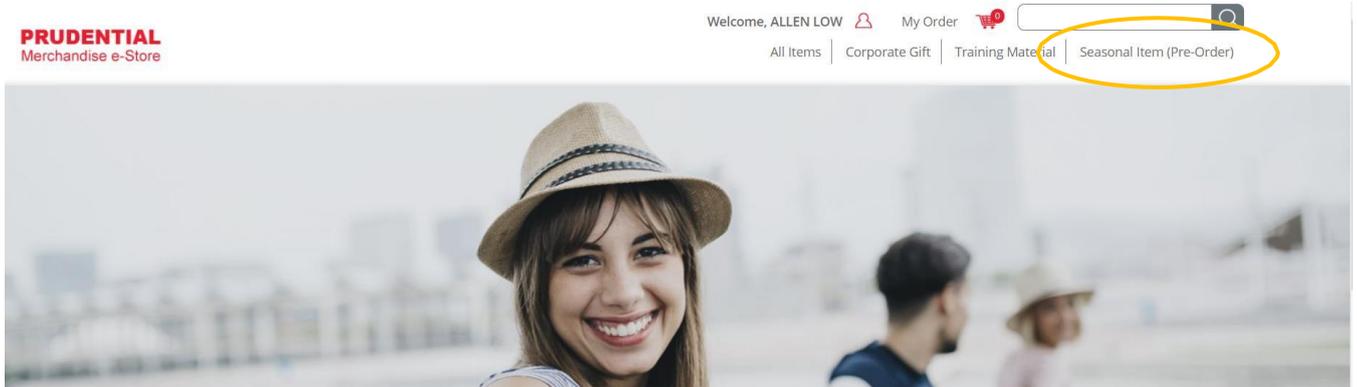


# How to Place Order for Raya Packet 2025 (Staff)

by Olympia Diary (M) Sdn Bhd

Step 1. Refer to system [User Guide for Staff](#) for registration.

Step 2. After you have registered and login to e-Store, click on “2025 Raya Packet banner” or “Seasonal Item (Pre-Order)”.



**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 Raya Packet then key in the quantity. Click “ADD TO CART”.

**STANDARD**

Standard Raya Packet 2025  
**RM 3.10 / PACK(S)**

Product Information:

Product Code : RP2025-1-S  
Category : Festive Packet

Product Description:

**Features:**

- Size: 83mm x 165mm
- Material: 140gsm FSC Graffiti Paper
- 1 pack consists of 10 pieces
- Each design comes with 2 pieces in 1 pack

**Shopping Cart**

Quantity

**ADD TO CART**

**STANDARD**

Notice:  
If your order cannot be processed, please contact Prudential Merchandise e-Store Support at 03-5882 3566 or click [Contact Us](#) for sales support.

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

Welcome, NORASTREE EIRMA BIN OTHMAN | My Order | All Items | Corporate Gift | Training Material | Seasonal Item (Pre-Order)

Home > Seasonal Item (Pre-Order) > Standard Raya Packet 2025

**Standard Raya Packet 2025**  
RM 3.10 / PACK(S)

Product Information:  
Product Code : RP2025-1-S  
Category : Festive Packet

Product Description:

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Notice:  
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Added to cart  
Standard Raya Packet 2025  
Qty: 1  
Price: RM 3.10 / PACK(S)

**VIEW MY CART**

Quantity:

**ADD TO CART**

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

### Your Cart

Product	Unit Price	Qty	Total
 Standard Raya Packet 2025	RM 3.10	<input type="text" value="1"/> PACK(S)	RM 3.10
Total Purchase			RM 3.10

**CONTINUE SHOPPING** **UPDATE CART** **CHECKOUT**

*\*To change the quantity of the order item(s), just key in the correct quantity and click on the "Update Cart" button.*

#### Step Guides

- 1 Proceed to checkout
- 2 Select delivery & Billing Location
- 3 Select Payment Method & Confirm Order

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

## Checkout

Delivery Location
Billing Address
Payment Method
Preview & Confirm

**Delivery Location**

Delivery Type \* ▼

Ship to Agency/Branch office

Ship to Agency/Branch office

Ship to Alternate Address

Prudential Docket

Branch

Recipient Full Name \*

Recipient Contact Number \*

Floor \* ▼

-Select-

**Your Order**

---

Item Subtotal RM 3.10

---

Total Payment RM 3.10

BACK

NEXT

**Steps :**

1. Select the delivery type
2. Key in Recipient Full Name
3. Key in Recipient Contact Number
4. Select Floor
5. Click "Next"

Delivery Type	Description
<b>Ship to Agency/Branch Office</b>	To deliver to Prudential branch/office only
<b>Ship to Alternate Address</b>	To deliver to your preferred address
<b>Prudential Docket</b>	<p>Order in bulk but need special packing for delivery to few locations. Usually for delivery to media and/or bank partners etc.</p> <p>To provide packing list to <a href="mailto:astree@olympiadiary.com">astree@olympiadiary.com</a> and arrange to deliver the courier docket to Olympia Diary.</p>

Step 7. Select the billing address.

**Checkout**

Delivery Location **Billing Address** Payment Method Preview & Confirm

**Billing Address**

Same with Registered Address

MENARA PRUDENTIAL  
Persiaran TRX Barat  
Tun Razak Exchange  
Kuala Lumpur, 55188 Kuala Lumpur.

Attn : NORASTREE EIRMA BIN OTHMAN  
Contact : 0358823500

Billing to Different Address

Select this if you want to bill to a different address & fill in the details.

BACK NEXT

**Your Order**

Item Subtotal	RM 3.10
<b>Total Payment</b>	<b>RM 3.10</b>

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

**Checkout**

Delivery Location Billing Address **Payment Method** Preview & Confirm

**Payment Method**

Please select a payment method  PO Purchase  HitPay

By submitting this form, I confirm that I have read and agreed to Olympia Diary (M) Sdn Bhd [Privacy, Delivery & Return Policy](#).

BACK CONFIRM ORDER

**Your Order**

Item Subtotal	RM 3.10
<b>Total Payment</b>	<b>RM 3.10</b>

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

## Checkout

Delivery Location    Billing Address    Payment Method    Preview & Confirm

Please Check Your Order Summary Below

Product	Qty	Unit Price	Total
 Standard Raya Packet 2025	1 PACK(S)	RM 3.10	RM 3.10

BACK

PLACE ORDER

### Your Order

Item Subtotal    RM 3.10

**Total Payment    RM 3.10**

Shipping to :  
i-CITY SHAH ALAM ,  
Block I, Mercu Maybank, No. 3,  
Persiaran Multimedia @ I City,  
Seksyen 7,  
Shah Alam, 40000

Attn : Astree  
Contact : 0128362241  
Floor : 14

Billing to :  
MENARA PRUDENTIAL,  
Persiaran TRX Barat,  
Tun Razak Exchange,  
Kuala Lumpur, 55188 Kuala  
Lumpur.

Attn : NORASTREE EIRMA BIN  
OTHMAN  
Contact : 0358823566

Payment Method :  
PO Purchase