

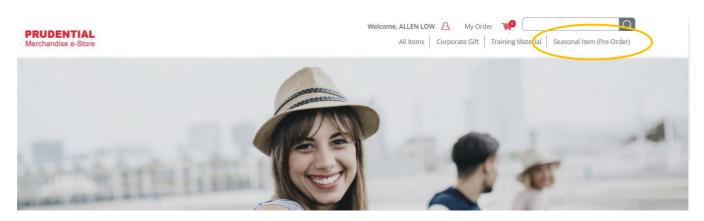
How to Place Order for Ang Pow Packet 2025 (Staff)

by Olympia Diary (M) Sdn Bhd



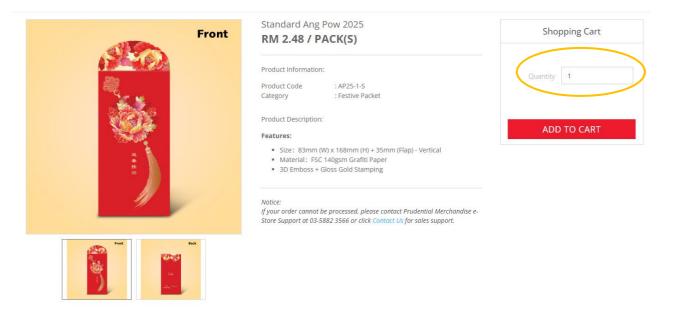
Step 1. Refer to system User Guide for Staff for registration.

Step 2. After you have registered and login to e-Store, click on "2025 Ang Pow packet banner" or "Seasonal Item (Pre-Order)".

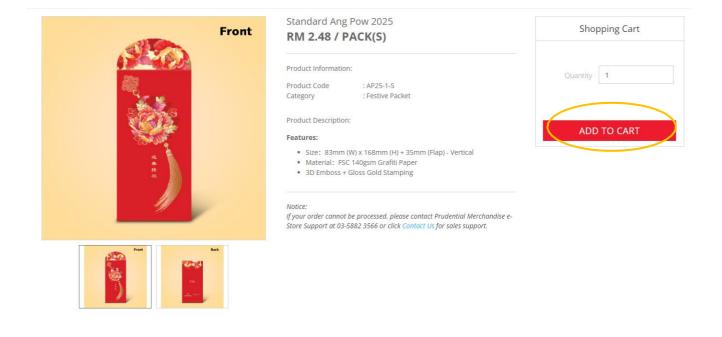


Note: User is unable to combine the order for item(s) from Corporate Gift/Executive Gift/Training Material category together with "Seasonal Item (Pre-Order)" category because the item(s) from "Seasonal Item (Pre-Order)" category carry different delivery date.

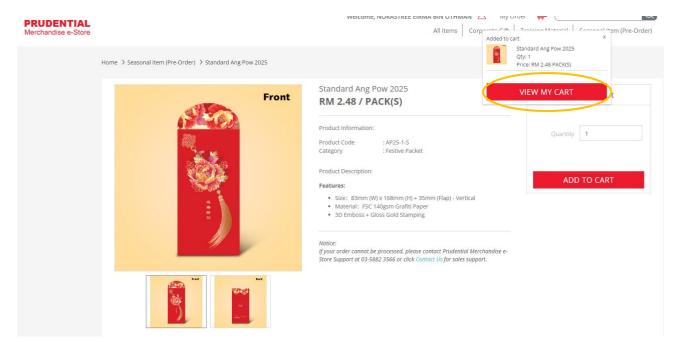
Step 3. Select the ang pow packet that you want to order and key in the quantity. Click "ADD TO CART".







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".

Your Cart			
Product	Unit Price Qty	Total Step	Guides
Standard Ang Pow 2025	RM 2.48 1 PACK(S)	RM 2.48	oceed to eckout
	Total Purchase		ect delivery & ing Location
			ect Payment thod & Confirm der
CONTINUE SHOPPIN	IG UPDATE CART CHI	ескоит	
*To change the quantity of	of the order item(s), just key in the correct quantity and click on th	e "Update Cart" button.	

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

Delivery Location	Billing Address	Payment Method	Preview & Con	ıfirm	Your Or	der
Delivery Locat	ion				Item Subtotal	RM 2.48
Delivery Type *	Ship to Ag	ency/Branch office	~		Total Payment	RM 2.48
Branch	Select		~			
Recipient Full Nam	e *			Steps : 1. Sele	ct the delivery	tvpe
Recipient Contact I	Number *			2. Key	in Recipient Fu	III Name
Floor *	-Select-	4	~	4. Sele	ct Floor « "Next"	
		×				



Delivery Type	Description
Ship to Agency/Branch Office	To deliver to Prudential branch/office only
Ship to Alternate Address	To deliver to your preferred address
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.

Delivery Location	Billing Address	Payment Method	Preview & Confirm	Your Or	der
Billing Address	;			Item Subtotal	RM 2.48
Same with Register	ered Address			Total Payment	RM 2.48
MENARA PRUDEI	NTIAL				
Persiaran TRX Ba Tun Razak Excha					
	5188 Kuala Lumpur.				
Attn : NORASTRE Contact : 035882	E EIRMA BIN OTHMAN			ou want to bill t ess & fill in the	
	t Address				

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

Delivery Location Billing A	ddress Payment Method Preview & Confirm	Your Or	der
Payment Method		Item Subtotal	RM 2.48
Please select a payment method	● PO Purchase 〇 HitPay	Total Payment	RM 2.4
By submitting this form, I Sdn Bhd Privacy, Delivery	confirm that I have read and agreed to Olympia Diary (M) & Return Policy.		



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

Delivery Location Billing Ad	dress Payment Me	thod Pre	view & Confirm	Your Or	der
Please Chec	k Your Order Summary E	Below		Item Subtotal	RM 2.4
Product	Qty	Unit Price	Total	Total Payment	RM 2.48
Standard Ang Pow 2025	1 PACK(S)	RM 2.48	RM 2.48	Shipping to : DA MEN USJ, Unit No A-01-06 & A-01-07, Ground Floor Da Men USJ Komersil, Persiaran Kewajipan USJ 1, Subang Jaya, 47600 Selangor. Attn : Astree Contact : 0123456789 Floor : 16 Billing to : MENARA PRUDENTIAL, Persiaran TRX Barat, Tun Razak Exchange, Kuala Lumpur, 55188 Kuala	
ВАСК	PLACE OF	RDER		Attn : NORASTREE E OTHMAN Contact : 03588235	EIRMA BIN
				Payment Method : PO Purchase	