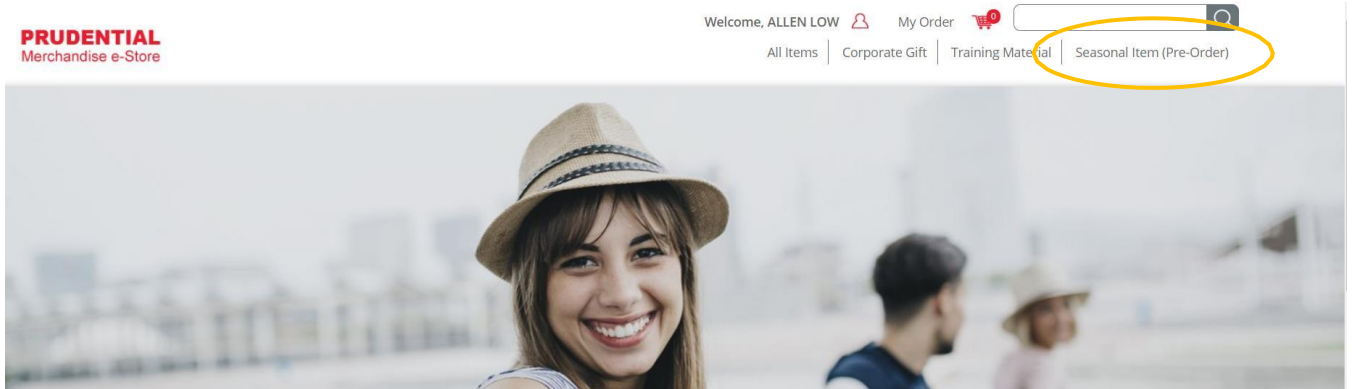


How to Place Order for Diaries & Calendar 2027 (Staff)

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 “2026 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”.

Hardcover Notebook + Sleeve Cover

Set A | Hardcover Notebook w/ Sleeve Cover
RM 14.35 / SET(S)

Product Information:

Product Code : DC27-002
Category : Diary & Calendar

Product Description:

Set of 1

Features:

- Brand new rainbow silver hot stamping
- Comes with box packaging
- Includes a lightweight, lay-flat notebook with FSC-certified paper
- Paired with a PU leather sleeve featuring card slots and a snap closure, practical and stylish
- Hardcover Notebook: 130mm (W) x 210mm (H)
- Sleeve Cover: 160mm(W) x 230mm(H)

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.

Shopping Cart

Quantity

ADD TO CART



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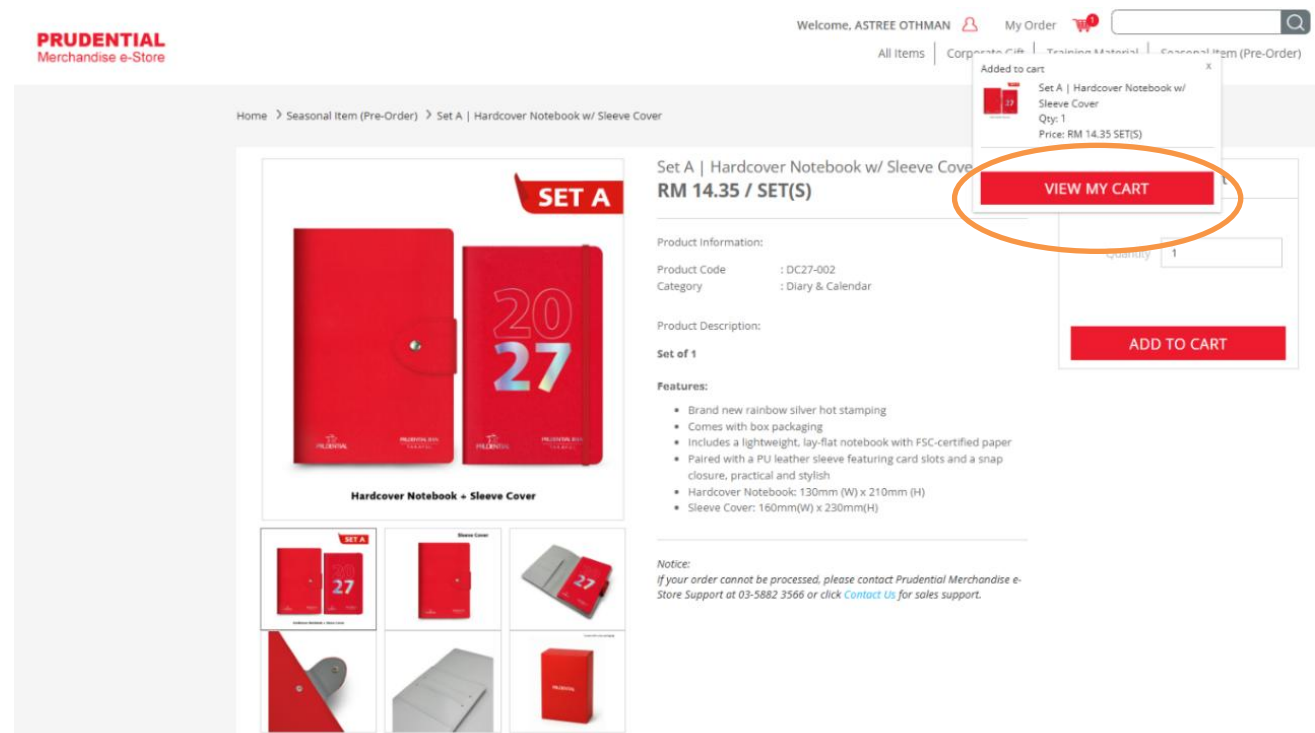
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Shopping Cart

Quantity

ADD TO CART

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



0

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

Your Cart

Product	Unit Price	Qty	Total
 Set A Hardcover Notebook w/ Sleeve Cover	RM 14.35	1	RM 14.35
		SET(S)	RM 14.35
		Total Purchase	RM 14.35

Step Guides

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

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

Checkout

Delivery Location

Billing Address

Payment Method

Preview & Confirm

Delivery Location

Delivery Type *

Branch

Recipient Full Name *

Recipient Contact Number *

Floor *

Your Order

Item Subtotal RM 14.35

Shipping Fee RM 0.00

Total Payment RM 14.35

Steps :

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

BACK

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.

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 : 0358823566

☐ Billing to Different Address

BACK

NEXT

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

Your Order

Item Subtotal	RM 14.35
Shipping Fee	RM 0.00
Total Payment	RM 14.35

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 14.35
Shipping Fee	RM 0.00
Total Payment	RM 14.35

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
 Set A Hardcover Notebook w/ Sleeve Cover	1 SET(S)	RM 14.35	RM 14.35

BACK

PLACE ORDER

Your Order

Item Subtotal

RM 14.35

Shipping Fee

RM 0.00

Total Payment

RM 14.35

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
Lumpur.

Attn : NORASTREE EIRMA BIN
OTHMAN

Contact : 0358823566

Payment Method :

PO Purchase

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