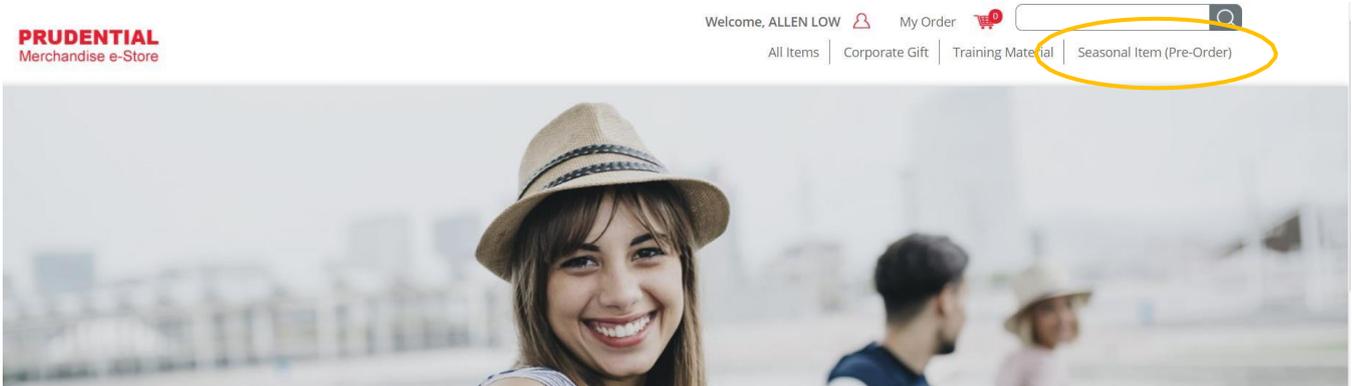


# How to Place Order for 2025 Diaries & Calendar

by Olympia Diary (M) Sdn Bhd

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

Step 2. After you have registered and login to home page, click on “Seasonal Item (Pre-Order)”.



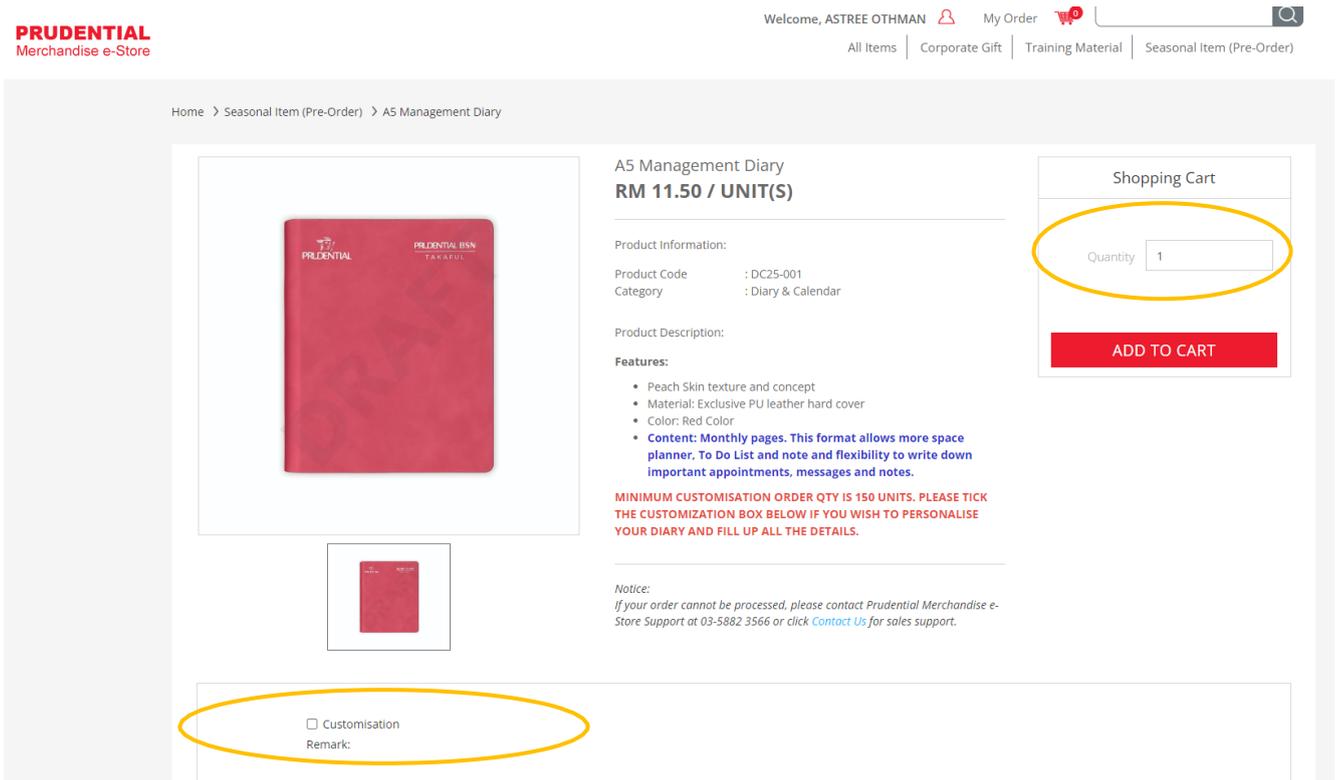
**Note :** User is unable to combine the order for item(s) from Corporate Gift/Executive Gift/Training Material category together with “Seasonal Item (Pre-Order)” category because the item(s) from “Seasonal Item (Pre-Order)” category carry different delivery date.

Customisation only applicable to following items:

- 1) A5 Management Diary      2) A5 Notebook
- 3) Executive Planner        4) Pocket Diary

Customisation required minimum order quantity (MOQ) of 150 pcs for each seasonal item above.

Step 3. Key in the quantity then tick “√” the “Customisation” box if you wish to personalise your diary.



Step 4. Fill in the details and click “SUBMIT”.

**Customisation**

Chinese Name \*  Yes  No

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Name 1 \* Peter Jackson Contact No 1 \* 0123456789

Name 2 ABC Company Contact No 2 0123456789

Chinese Name 1 \* 陈小龙

Chinese Name 2

**SUBMIT**

Step 5. A pop-up window will show the list of item that you ordered. Click “VIEW MY CART” to continue.

**PRUDENTIAL**  
Merchandise e-Store

Welcome, ASTREE OTHMAN My Order

All Items | Corporate Gifts | Testimonials | Merchandise | Seasonal Item (Pre-Order)

Home > Seasonal Item (Pre-Order) > A5 Management Diary

**A5 Management Diary**  
**RM 11.50 / UNIT(S)**

Product Information:  
Product Code : DC25-001  
Category : Diary & Calendar

Product Description:  
**Features:**

- Peach Skin texture and concept
- Material: Exclusive PU leather hard cover
- Color: Red Color
- **Content: Monthly pages. This format allows more space planner. To Do List and note and flexibility to write down important appointments, messages and notes.**

**MINIMUM CUSTOMISATION ORDER QTY IS 150 UNITS. PLEASE TICK THE CUSTOMIZATION BOX BELOW IF YOU WISH TO PERSONALISE YOUR DIARY AND FILL UP ALL THE DETAILS.**

*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.

Added to cart

A5 Management Diary  
Qty: 1  
Price: RM 11.50 UNIT(S)

**VIEW MY CART**

Quantity

**ADD TO CART**

*Minimum order quantity is 150 for Customisation.*

Customisation

Remark:

Step 6. Confirm your order & quantity and click “CHECKOUT”.

Welcome, ASTREE OTHMAN My Order

All Items | Corporate Gift | Training Material | Seasonal Item (Pre-Order)

### Your Cart

Product	Unit Price	Qty	Total
A5 Management Diary	RM 11.50	150 UNIT(S)	RM 1,725.00

**Customisation**

Name 1 \* Peter Jackson      Contact 1 \* 0123456789

Name 2    ABC Company      Contact 2    0123456789

Chinese Name 1    陈小龙

Total Purchase    RM 1,725.00

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.

Check your customisation details.

**Steps :**

1. Select Branch
2. Key in Recipient Full Name
3. Key in Recipient Contact Number
4. Key in Building Unit (i.e A-02-06) or NA if not available
5. Select Floor
6. Click “NEXT” to proceed

Step 7. Delivery type. Select “Ship to Agency/Branch Office” if you wish to deliver to your branch,

### Checkout

Delivery Location    Billing Address    Payment Method    Preview & Confirm

**Delivery Location**

Delivery Type \* Ship to Agency/Branch office

Branch DA MEN USJ

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.

Recipient Full Name \* Peter Jackson

Recipient Contact Number \* 0123456789

Building Unit \* A-02-06

Floor \* 2

Item Subtotal    RM 1,725.00

**Total Payment    RM 1,725.00**

BACK    NEXT

or select “Ship to Alternate Address” if you want the order to be delivered to your preferred address. Click “NEXT” to proceed.

Step 8. Select the billing address. Click “NEXT” to proceed.

**Checkout**

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

**Billing Address**

Same with Registered Address

Lot 23, Jalan 888  
Tamn Industrial  
Jalan Pahang / Setapak, 53200 Kuala Lumpur.

Attn : Allen Low  
Contact : 0122255445

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 1,725.00
<b>Total Payment</b>	<b>RM 1,725.00</b>

Step 9. Choose your payment method and option. “Tick ✓” to agree with the number of delivery attempts, Privacy, Delivery & Return Policy and click “CONFIRM ORDER”.

**Checkout**

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

**Payment Method**

Please select a payment method

iPay88  
 Full Payment  2x installment

Please choose an iPay payment option Payment Option

By submitting this form, I hereby confirmed and agreed that the number of delivery attempts performs by Olympia Diary to my delivery address will be up to maximum of 2 attempts only. User shall bear extra delivery cost should the delivery attempt limit is exceeded.

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 1,725.00
<b>Total Payment</b>	<b>RM 1,725.00</b>

Step 10. 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

### Your Order

Please Check Your Order Summary Below

Product	Qty	Unit Price	Total
 A5 Management Diary	150 UNIT(S)	RM 11.50	RM 1,725.00
<b>Customisation</b>			
Name 1	Peter Jackson	Contact 1	0123456789
Name 2	ABC Company	Contact 2	0123456789
Chinese Name 1	陈小龙		

Item Subtotal RM 1,725.00

**Total Payment RM 1,725.00**

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 : Peter Jackson  
Contact : 0123456789  
Building Unit : A-02-06  
Floor : 1

Billing to :

Lot 23, Jalan 888,  
Taman Industrial,  
Jalan Pahang / Setapak, 53200  
Kuala Lumpur.

Attn : ASTREE OTHMAN  
Contact : 0122233445

Payment Method :  
iPay88  
Bank: AffinOnline

BACK

PLACE ORDER

## 2X Instalment Payment Option

User can select this option (refer Step 9). It allows you to make the first instalment, 60% of the total order amount and second instalment by a given date. "Tick ✓" to agree with the Terms and Conditions, number of delivery attempts, Privacy, Delivery & Return Policy and click "CONFIRM ORDER".

### Checkout

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

**Payment Method**

Please select a payment method

iPay88  
 Full Payment  2x installment

Please choose an iPay payment option    AffinOnline 

**Terms and Conditions :**  
Olympia Diary (M) Sdn Bhd does reserve the rights to forfeit your first instalment (60%) payment and cancel the order if the balance instalment (40%) payment is failed to be made on or before 30th September 2024.

By submitting this form, I hereby confirmed and agreed that the number of delivery attempts performs by Olympia Diary to my delivery address will be up to maximum of 2 attempts only. User shall bear extra delivery cost should the delivery attempt limit is exceeded.

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

**Your Order**

Item Subtotal	RM 1,725.00
<b>Total Payment</b>	<b>RM 1,725.00</b>
<b>60 % Payable Amount</b>	<b>RM 1,035.00</b>

