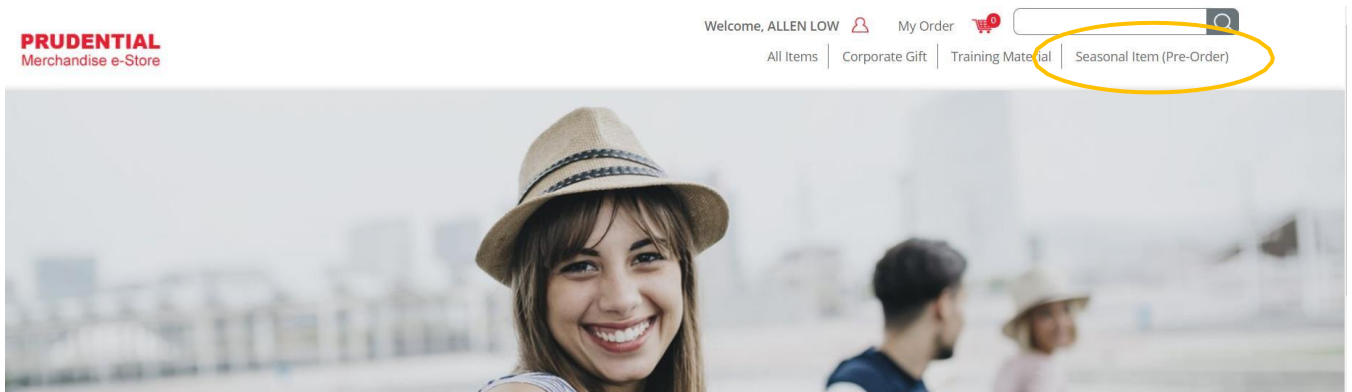


# How to Place Order for 2025 Diaries & Calendar (Staff)

by Olympia Diary (M) Sdn Bhd

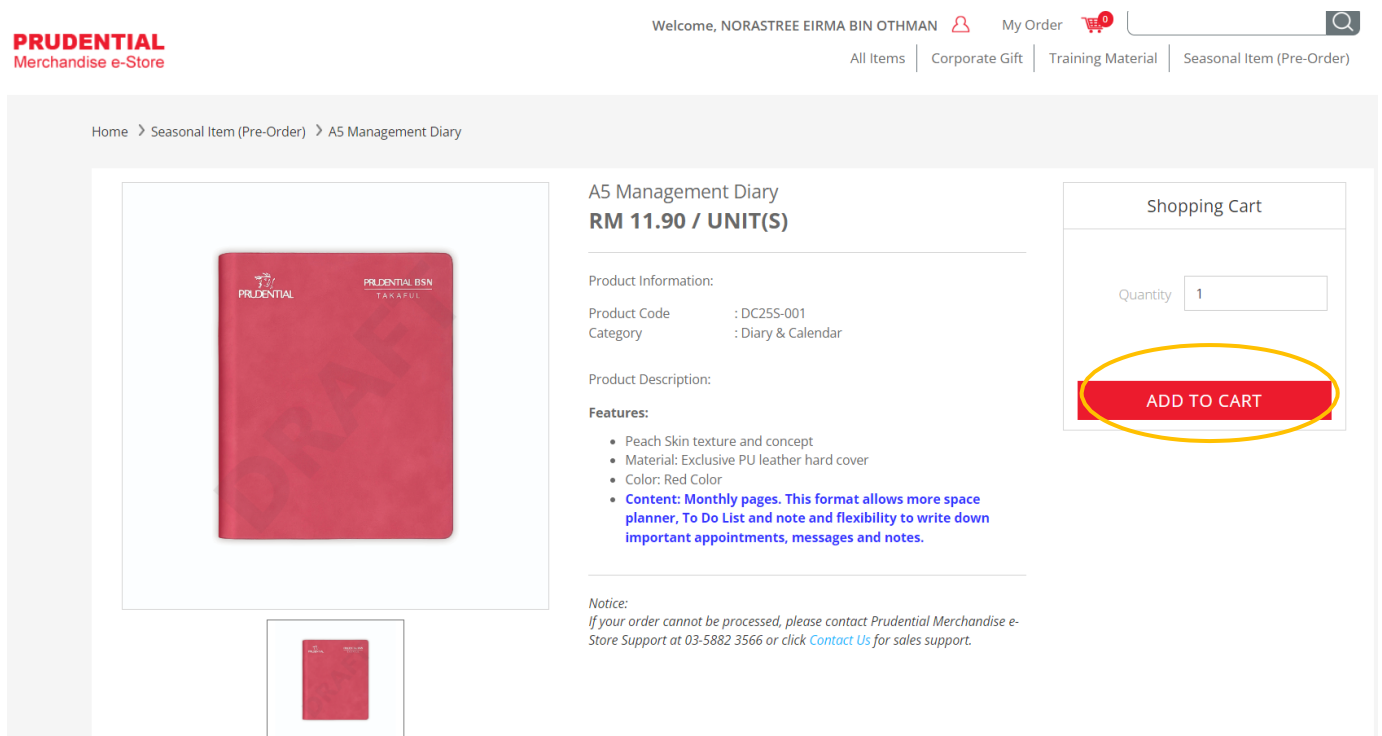
Step 1. Refer to system [User Guide for Staff](#) for registration.

Step 2. After you have registered and login to 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.

Step 3. Key in the quantity then click “ADD TO CART”.



Step 4. A pop-up window will show the list of item 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) > A5 Management Diary

**A5 Management Diary**  
RM 11.90 / UNIT(S)

Product Information:  
Product Code : DC25S-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.**

*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.

Quantity

**VIEW MY CART**

**ADD TO CART**

Step 5. Confirm your order & quantity and click “CHECKOUT”.

Welcome, NORASTREE EIRMA BIN OTHMAN My Order

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

**Your Cart**

Product	Unit Price	Qty	Total
A5 Management Diary	RM 11.90	<input type="text" value="1"/> UNIT(S)	RM 11.90
Total Purchase			RM 11.90

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

**PRUDENTIAL** Merchandise e-Store

Welcome, NORASTREE EIRMA BIN OTHMAN My Order

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

### Checkout

Delivery Location Billing Address Payment Method Preview & Confirm

**Delivery Location**

Delivery Type \* **Ship to Agency/Branch office**

Branch **ALOR SETAR**

ALOR SETAR  
No. 1070 & 1071 2nd Floor,  
Wisma Prudential Jalan Teluk Wanjah,  
Alor Setar, 5200 Kedah.

Recipient Full Name \* **Peter Jackson**

Recipient Contact Number \* **0123456789**

Floor \* **2**

BACK NEXT

Your Order	
Item Subtotal	RM 11.90
<b>Total Payment</b>	<b>RM 11.90</b>

**Steps :**

1. Select Branch
2. Key in Recipient Full Name
3. Key in Recipient Contact Number
4. Select Floor
5. Click “NEXT” to proceed

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

**PRUDENTIAL** Merchandise e-Store

Welcome, NORASTREE EIRMA BIN OTHMAN My Order

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

### Checkout

Delivery Location Billing Address Payment Method Preview & Confirm

**Delivery Location**

Delivery Type \* **Ship to Alternate Address**

Deliver to Different Address

Recipient Full Name \*

Contact Number \*

Address 1 \*

Address 2

Address 3

Postcode \* State \* **Johor**

Your Order	
Item Subtotal	RM 11.90
<b>Total Payment</b>	<b>RM 11.90</b>

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

Step 7. Select the billing address. Click "NEXT" to proceed.

**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

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

Item Subtotal RM 11.90  
Total Payment RM 11.90

BACK NEXT

Step 8. 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  PO Purchase  iPay88

Please choose an iPay payment option Maybank2U

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](#).

Item Subtotal RM 11.90  
Total Payment RM 11.90


BACK CONFIRM ORDER

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
 A5 Management Diary	1 UNIT(S)	RM 11.90	RM 11.90

[BACK](#) [PLACE ORDER](#)

### Your Order

Item Subtotal	RM 11.90
<b>Total Payment</b>	<b>RM 11.90</b>

Shipping to :  
ALOR SETAR ,  
No. 1070 & 1071 2nd Floor,  
Wisma Prudential Jalan Teluk  
Wanjah,  
Alor Setar, 5200 Kedah.

Attn : Peter Jackson  
Contact : 0123456789  
Floor : 2

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

Attn : NORASTREE EIRMA BIN  
OTHMAN  
Contact : 0358823566

Payment Method :  
iPay88  
Bank: Maybank2U