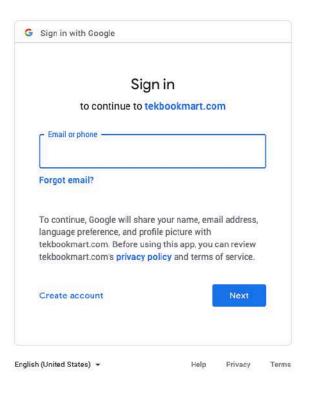


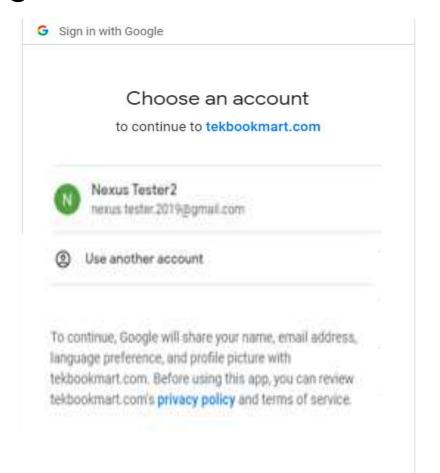


GUIDE TO ORDER YOUR BOOKS & UNIFORM ONLINE

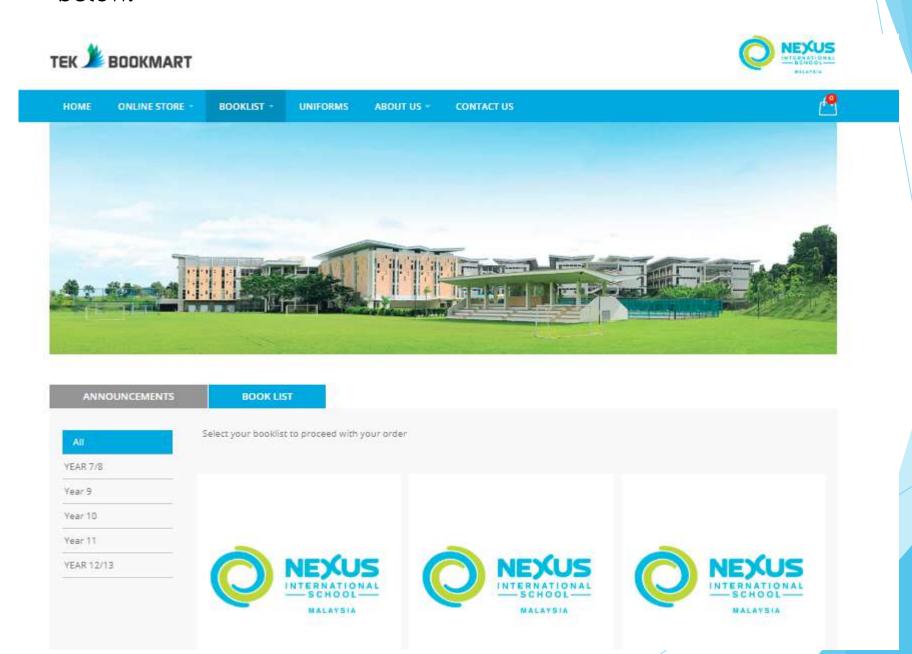
STEP 1: Access the school online bookshop via the link below: https://tekbookmart.com/googleapplogin/nexus



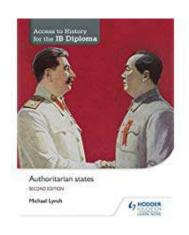
Step 2: Once you have accessed the link, please sign in using your Gmail ID registered with Nexus International School.

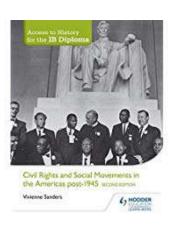


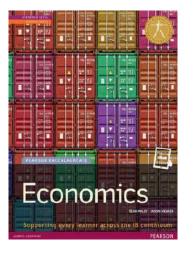
Step 3 : Once you have logged in you will be redirected to the school site below.

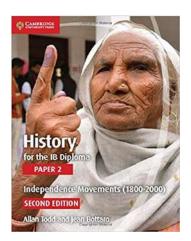


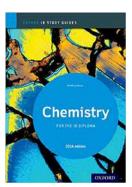
Books listed on the school booklist can be purchased via the School Online Portal. The booklist per each Year Group will be listed as per the sample in the next slide







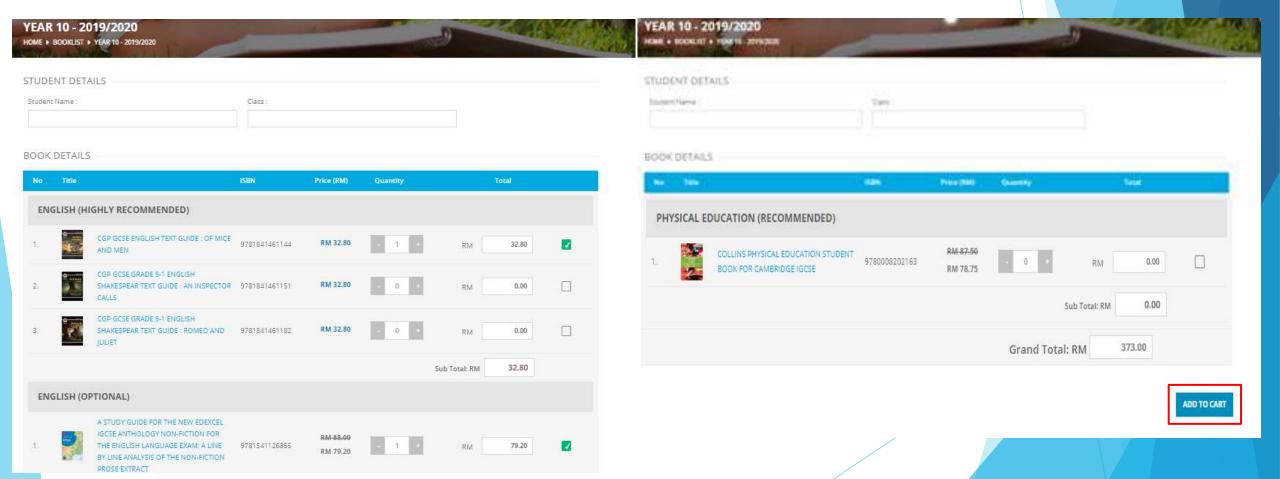






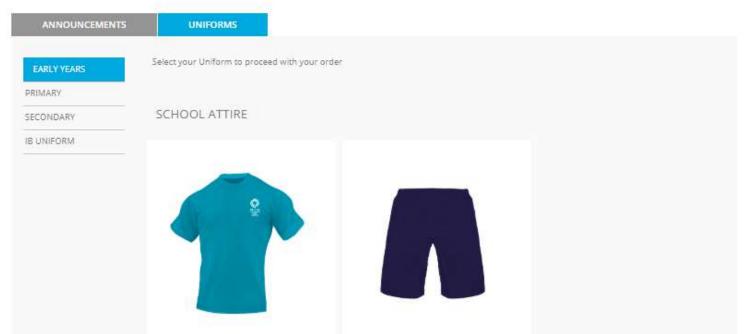
Step 4: You may then click check on the books you wish to purchase and click the "Add to Cart button".

Repeat the same process if you have other students in Nexus International School.

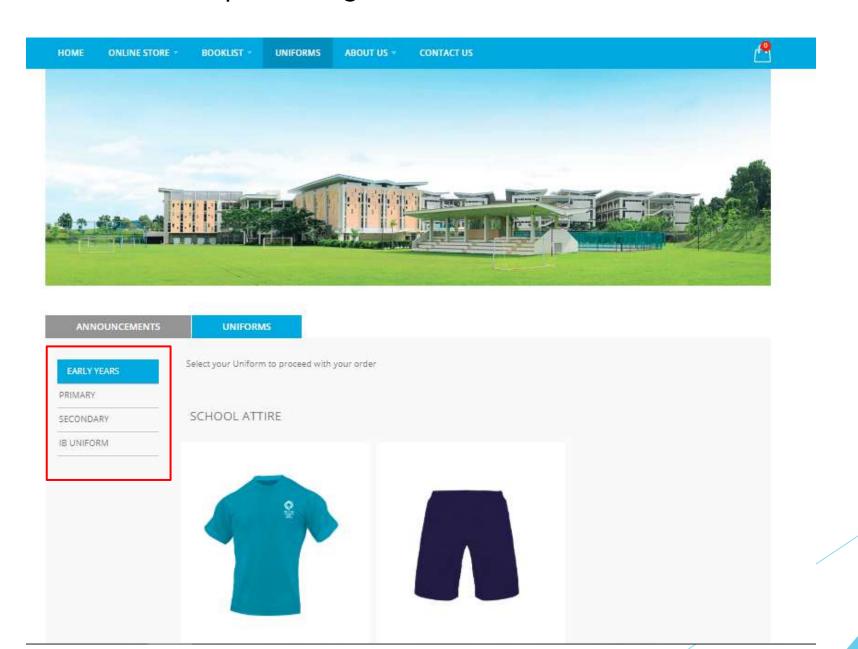


Step 5: Once you have chosen which booklist you would like to purchase, you may select the tab uniforms and proceed to purchase your school uniforms.

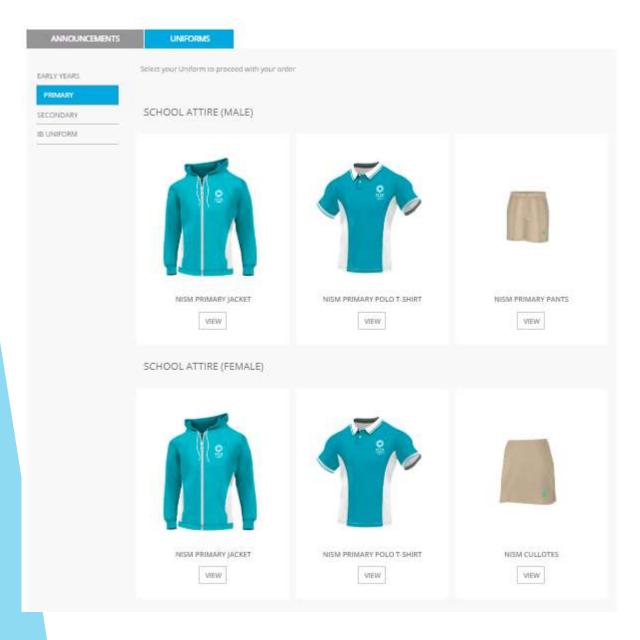


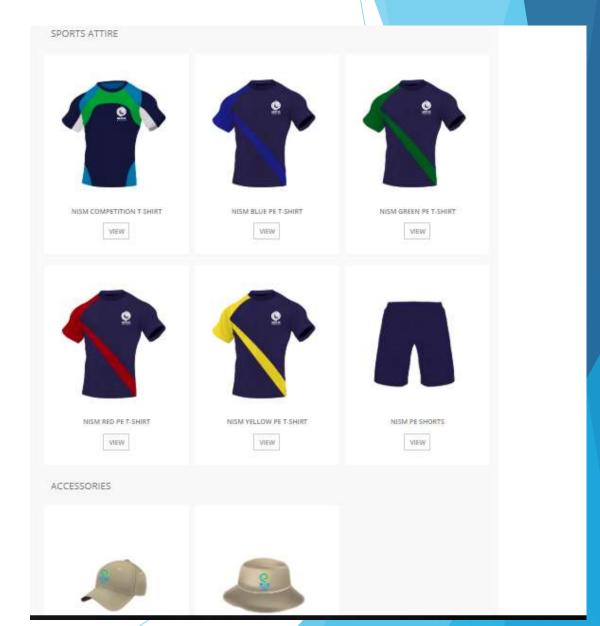


Step 5 (cont'd): In this screen please choose the level the student is attending before proceeding to choose the uniform.



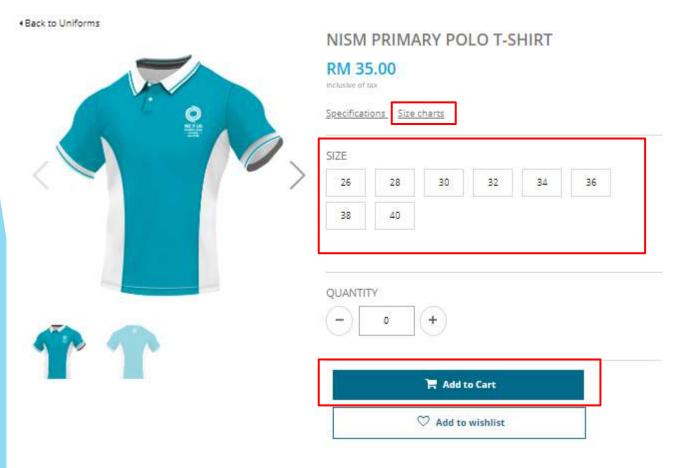
Step 5 (cont'd): Please take note the uniforms are split into school attire, sports attire and accessories.





Step 5 (cont'd): Once you have chosen the uniform, you may view the size chart, and thereafter select the size you would like to purchase.

Alternatively, you may try the uniform samples in the school before proceeding to make your purchase. Once done please click Add to Cart before proceeding to make further uniform purchases.



PRIMARY POLO SHIRT



MICH DRIMARY DOLO SIZE CHAR

SIZE	CHEST	LENGTH	SHOULDER	SLEEVE	ARM HOLE
26	26	17.5	11.5	5.5	- 11
28	28	18.5	12	6	12
30	30	19.5	12.5	6	12
32	32	21	14	6.5	13
34	34	22.5	15	7	14

....

all chest width measurement give above are circumference from armpit to armpit in inches

EXCHANGE OF ITEMS

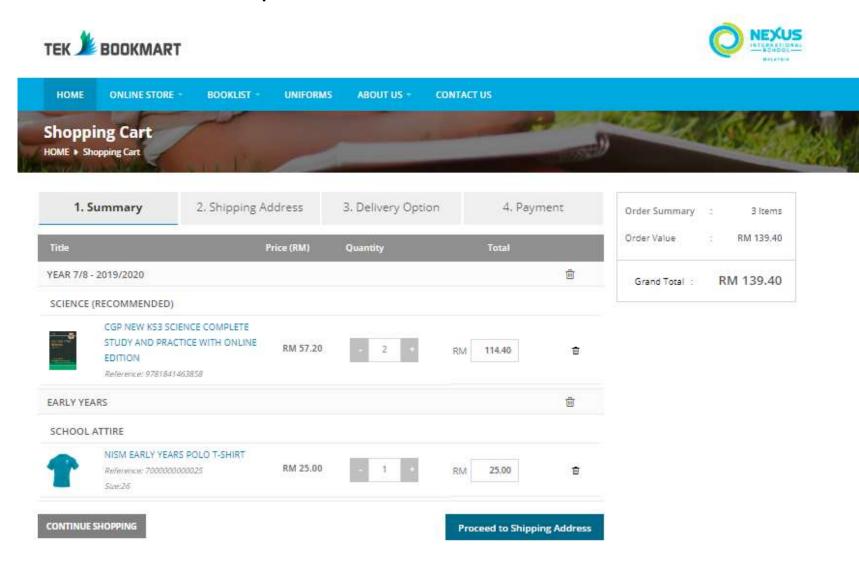
Step 5 (cont'd): If you require an exchange of uniform, textbooks and exercise books, you will have to fill in the <u>online google form</u> (please click on the link). TEK's team will contact you via email within 2 business days, to schedule a time and date to arrange for you to drop by the shop to complete your exchange.

Please do not turn up without receiving a confirmation email from TEK. We will not entertain customer exchanges without an appointment.

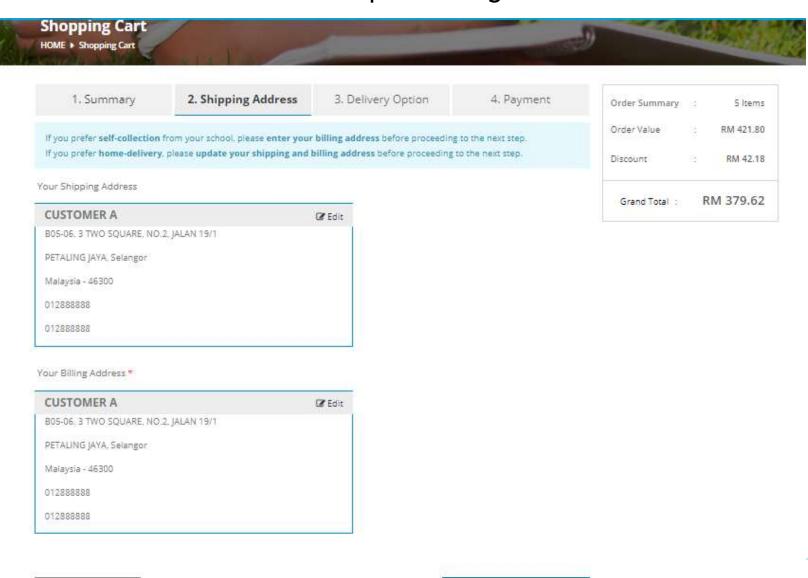
Please note we do not refund cash and exchanges must be of a higher sale value.

Exchange request must be submitted within 14 days from day of receipt of order.

Step 6: Once you confirmed your order, you will be redirected to a summary page where you can re-check your order before proceeding to the next step.



Step 7: Once you have checked your order, you may proceed to check your shipping and billing address. Please ensure delivery details are accurate before proceeding.

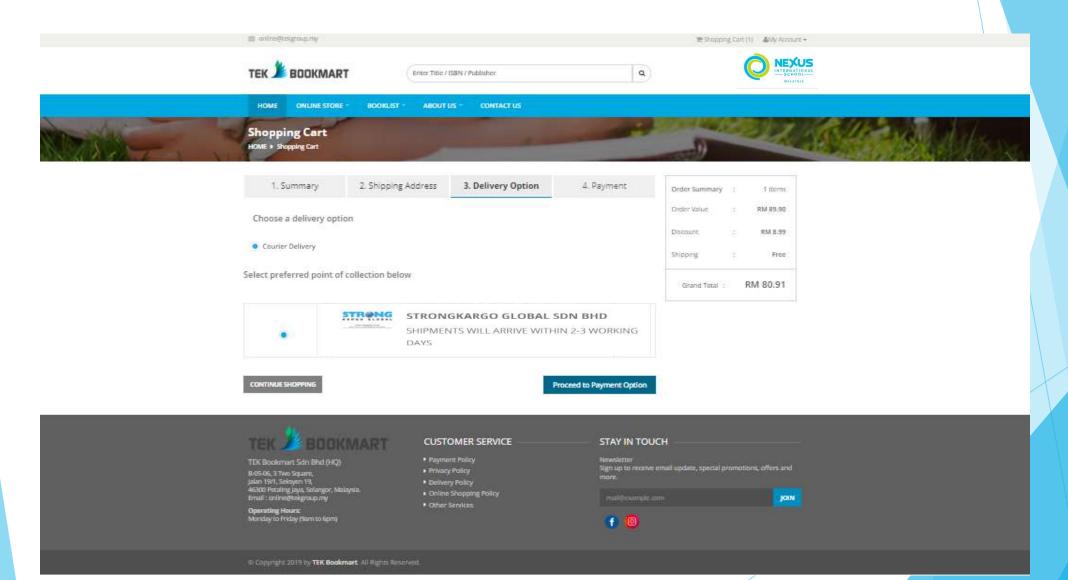


Proceed to Delivery Option

CONTINUE SHOPPING

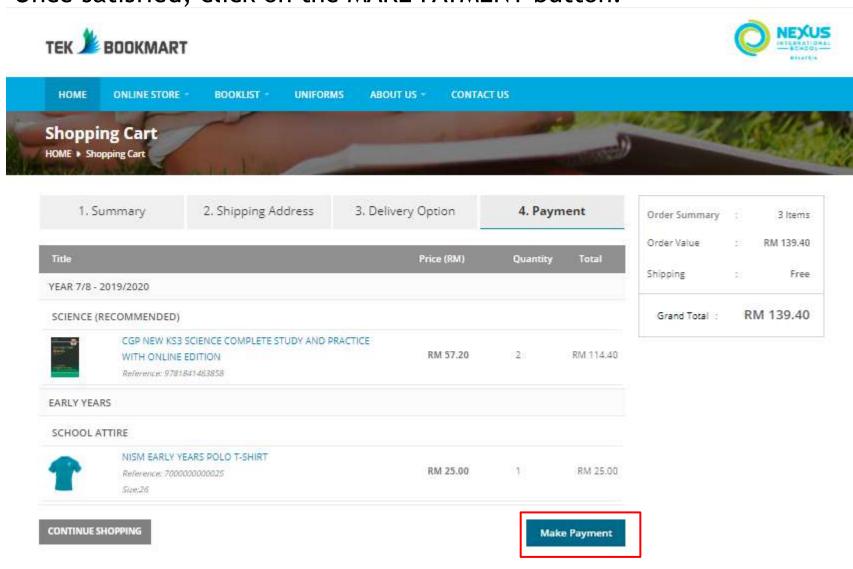
Step 8: The next step will be to select the courier option. We will arrange for delivery to your home using our preferred courier service.

Purchase below RM100 will incur RM10 shipping fee. Purchase above RM100 will be FREE OF CHARGE.



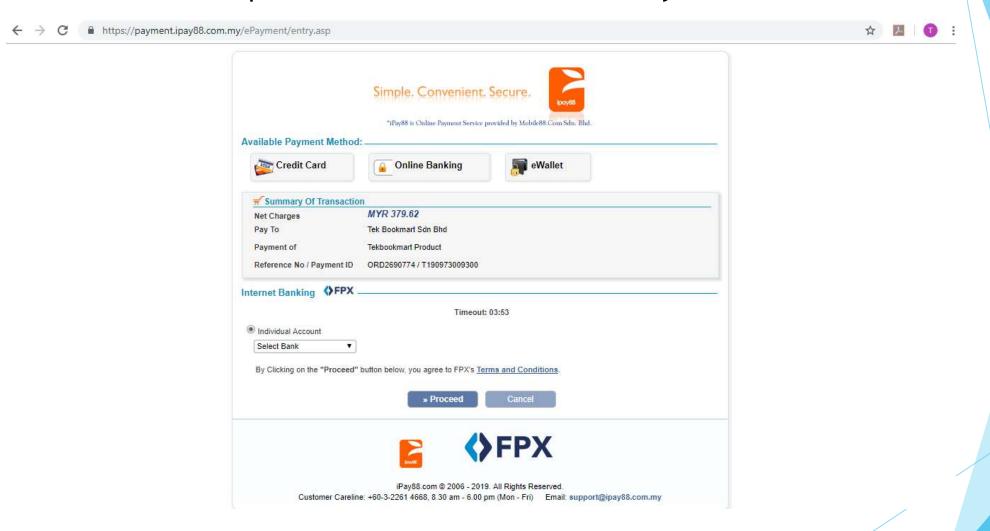
Step 9: Before clicking on the MAKE PAYMENT button, please check the order before proceeding as any exchanges will be subject to approval of TEK Bookmart and will incur administrative charges.

Once satisfied, click on the MAKE PAYMENT button.



Step 10: You will be redirected to the payment portal page, where you can choose the method of payment and bank of preference.

We accept credit cards and debit cards only.



Step 11: Once payment is successful, you will receive an order confirmation in your email registered with TEK Bookmart to confirm your order has been received and is being processed. The order reference number can be used to keep track of your order. You will also receive an email with the invoice of items purchased.



ORDER CONFIRMATION

MONDAY, APR 15, 2019

Dear

Your Order #ORD2001918 Has Been Received And Is Now Being Processed. You Will Receive An Email Once Your Order Has Been Shipped.

To View Your Order, You Can Click On The Link Below. Your Order And Invoice Are Also Available On The Website Under 'My Account' Section.

View Order

Thank You For Shopping At TEK Bookmart.

Team TEK Bookmart

Step 12: Once your item is shipped via courier, you will receive an email indicating your item is in transit.



ORDER SHIPPED

MONDAY, APR 15, 2019

Dear Your Order#ORD2001918 Has Been Shipped.

Thank You For Shopping At TEK Bookmart.

Team TEK Bookmart

Email: online@tekgroup.my

Step 13: Once delivered, you will receive an email indicating your item has been delivered and received.



Dear

Your Order #ORD2001918 Has Been Delivered.

Thank You For Shopping At TEK Bookmart.

Team TEK Bookmart

Email: online@tekgroup.my

- Exchange Policy
- Delivery Policy

- For any assistance please contact TEK Bookmart at:
- ▶ 1. online@tekgroup.my
- 2. Our hotline number is+6012-551 7202
- 3. Please refer to policies
 as attached in the
 email for your reference.