

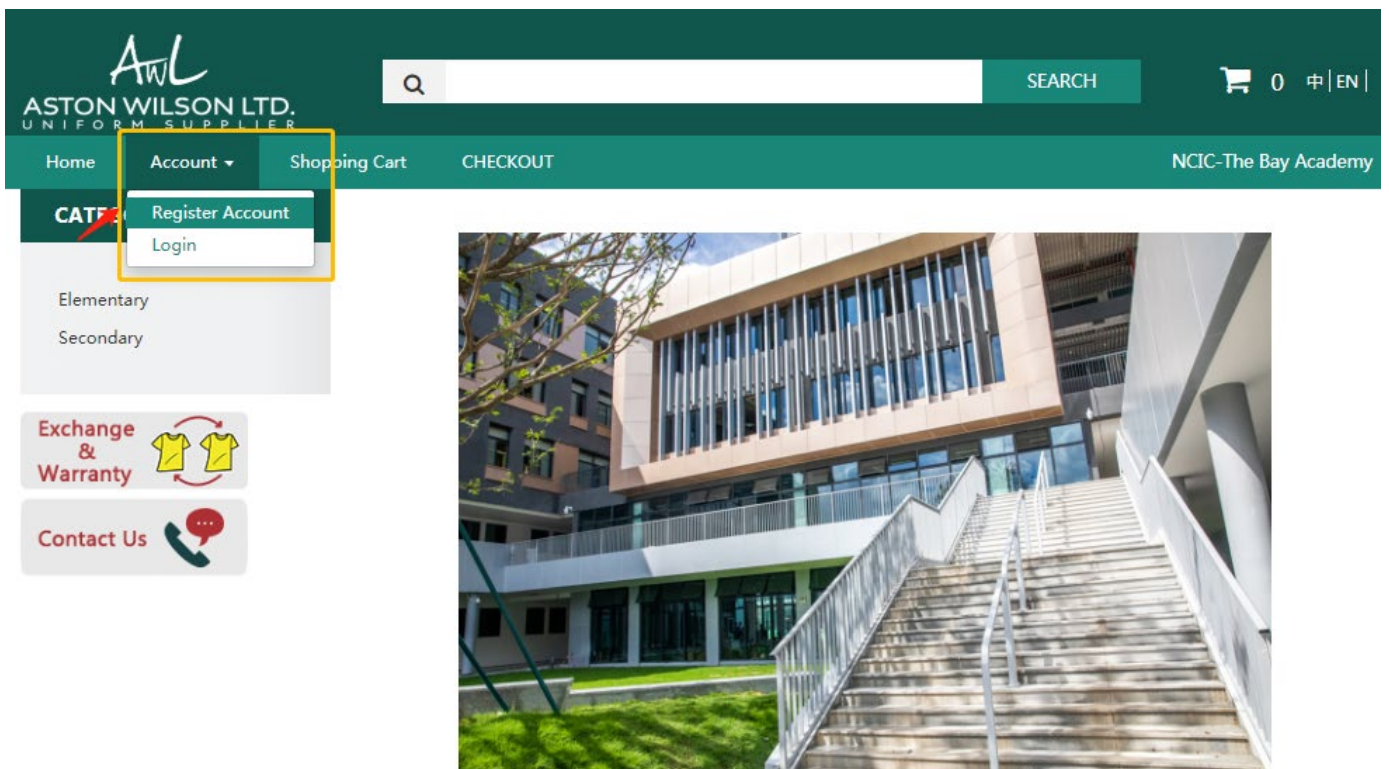
## NCIC-The Bay Academy Uniform Online Shopping System Operating Instructions

**School Uniform Supplier Contact (Working Hours: Monday to Friday (9:00-12:00 / 14:00-17:00))**

**Email:** [enquiry@astonwilson.cn](mailto:enquiry@astonwilson.cn)

**Tel:** +86 0757-23387035.

1. Go to website [www.astonwilson.cn/TBA](http://www.astonwilson.cn/TBA), click 'Account' on left top corner.
2. Then click 'Register Account'.



< Illustration-1 >

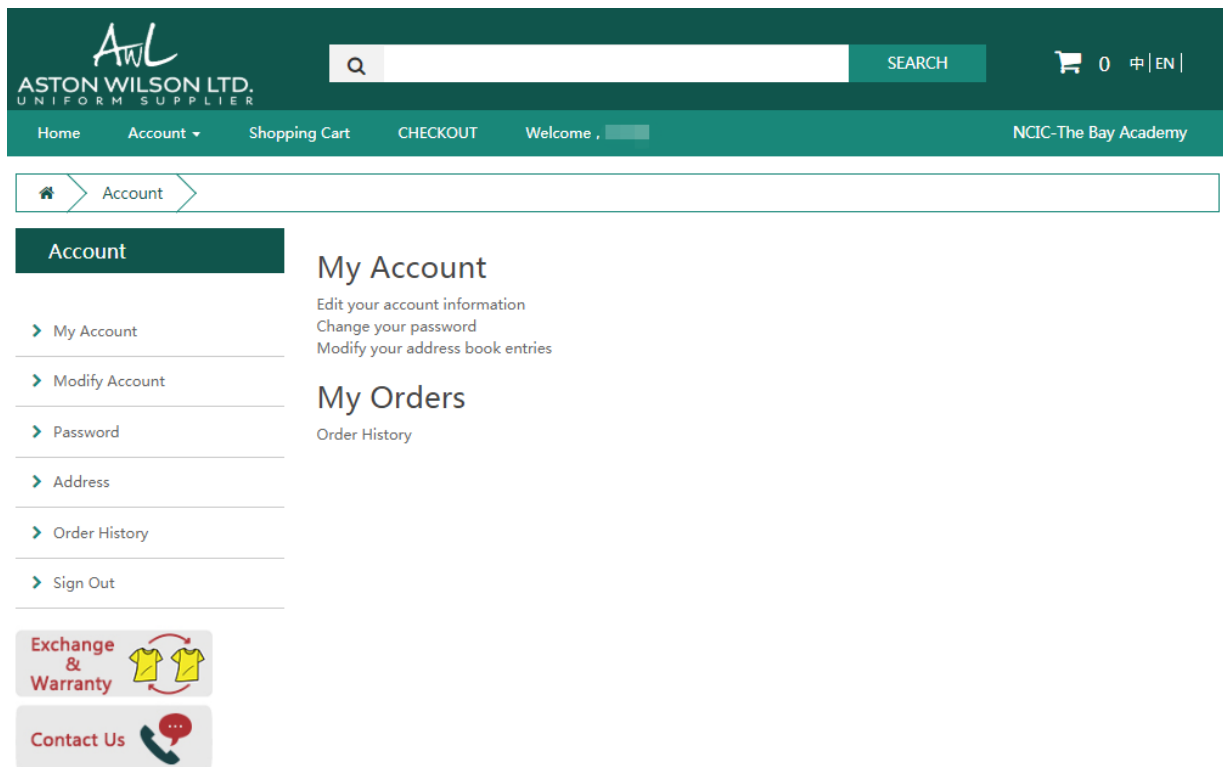
- Then fill-in the information for register, the blank with \* is compulsory which you can see in below Illustration-2; Click **CONTINUE** when you finish.

< Illustration-2 >

- After register, click **Login** to continue.

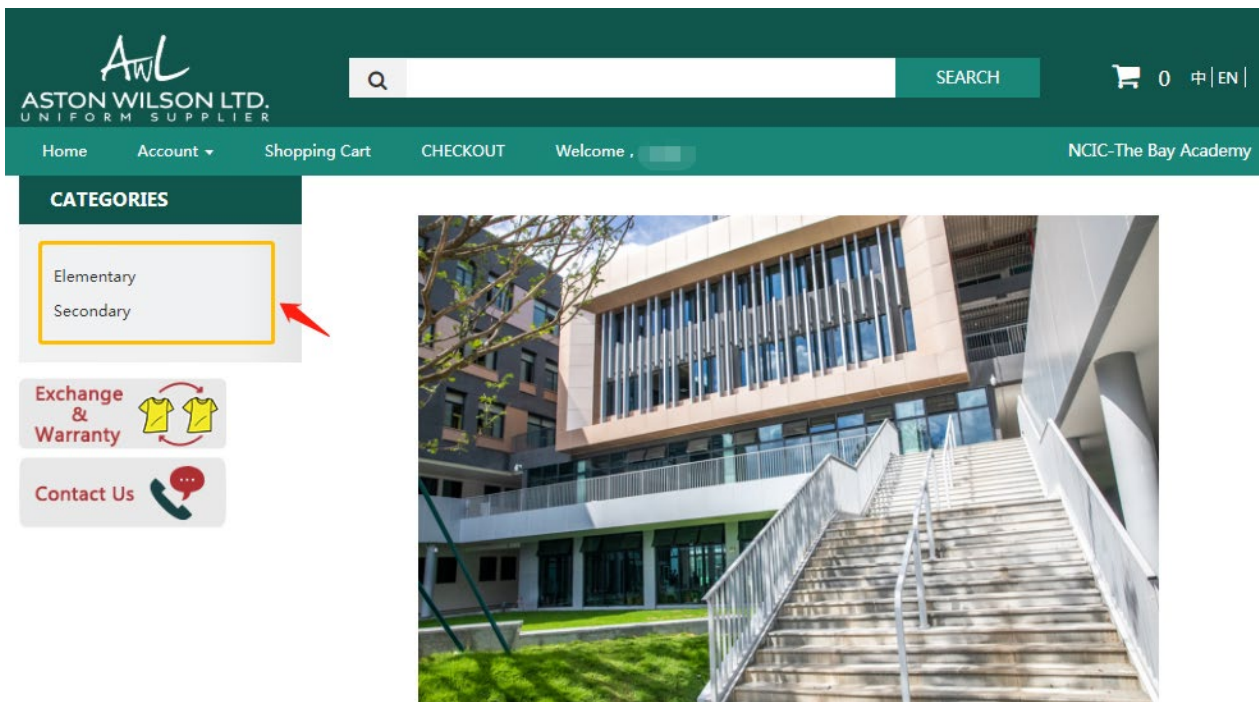
< Illustration-3 >

5. You will see the page same as < Illustration-4 > if login successfully.



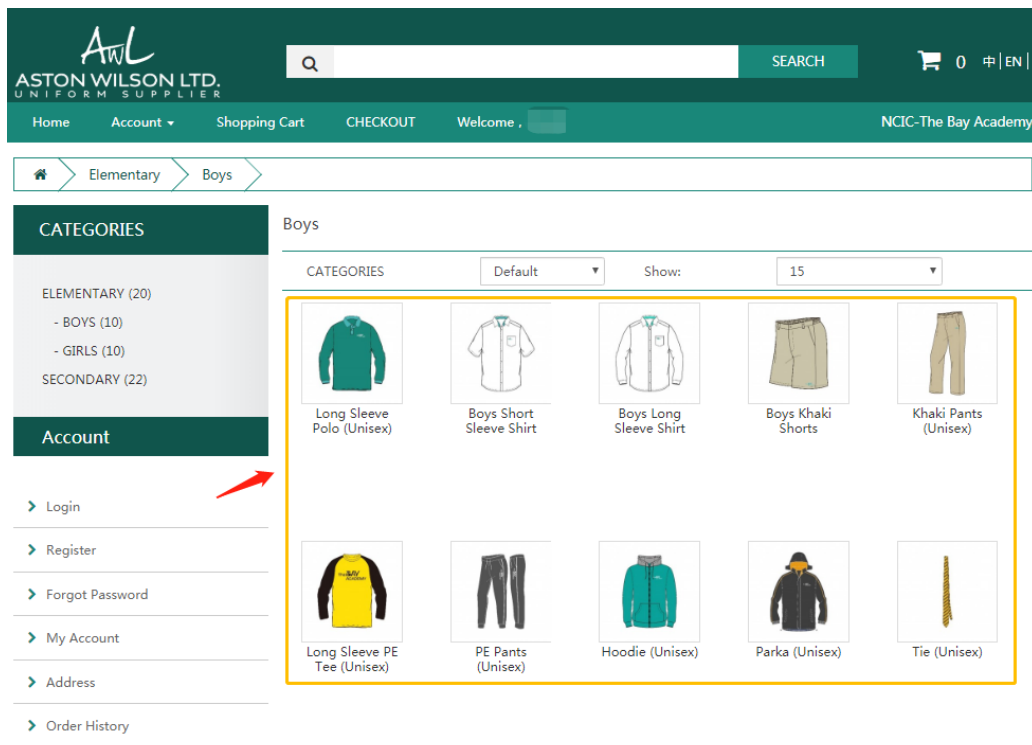
< Illustration-4 >

6. In the front page, select Boys or Girls under 'CATEGORIES'.



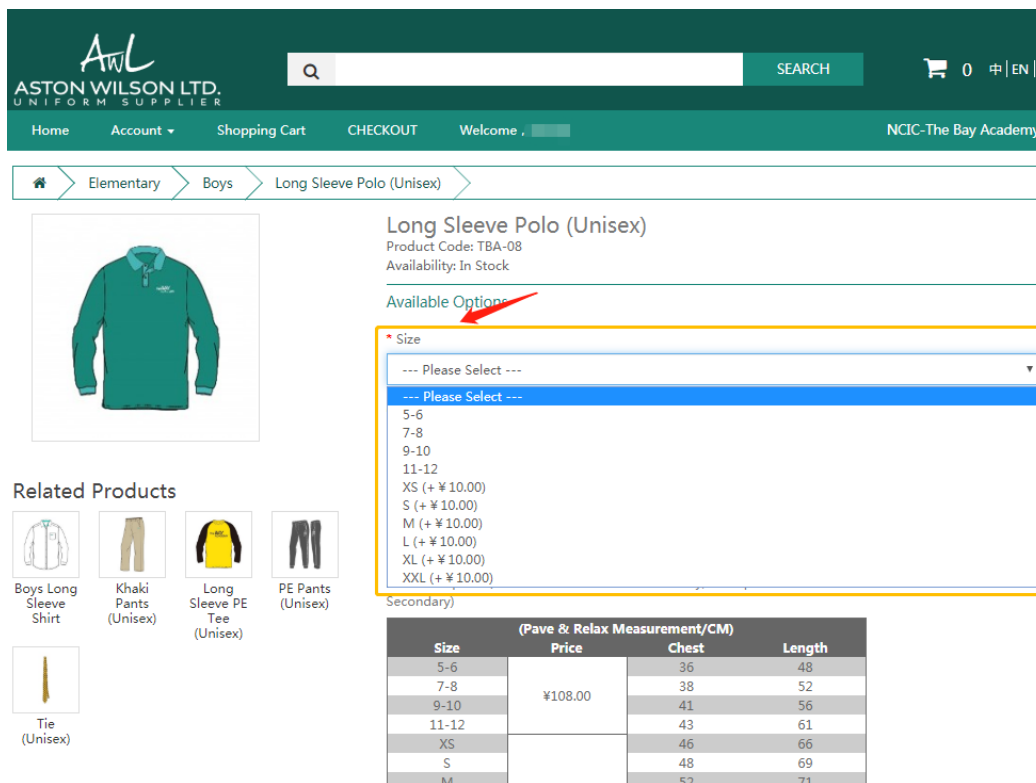
< Illustration-5 >

7. For example, if you choose Boys category, you will see all the products for boy, just add the goods to shopping cart for buying.



< Illustration-6 >

8. When you click an item, need to choose which size you want.



< Illustration-7 >

9. And enter the quantity you want.

**AWL ASTON WILSON LTD. UNIFORM SUPPLIER**

Home Account Shopping Cart CHECKOUT Welcome, [User] NCIC-The Bay Academy

Elementary Boys Long Sleeve Polo (Unisex)

**Long Sleeve Polo (Unisex)**  
Product Code: TBA-08  
Availability: In Stock

Available Options

\* Size  
11-12

Qty: 3

**ADD TO CART**

Long Sleeve Polo (Unisex)  
Size Description (size 5-6 to 11-12 is for Elementary, size up from XS is for Secondary)

| Size  | Price   | Chest | Length |
|-------|---------|-------|--------|
| 5-6   | ¥108.00 | 36    | 48     |
| 7-8   |         | 38    | 52     |
| 9-10  |         | 41    | 56     |
| 11-12 |         | 43    | 61     |
| XS    |         | 46    | 66     |
| S     |         | 48    | 69     |
| M     |         | 52    | 71     |

**Related Products**

- Boys Long Sleeve Shirt
- Khaki Pants (Unisex)
- Long Sleeve PE Tee (Unisex)
- PE Pants (Unisex)
- Tie (Unisex)

< Illustration-8 >

10. If it shows 'Coming soon' and 'Out of Stock', you cannot select the size to continue. It will be available once we replenish the stock.

**AWL ASTON WILSON LTD. UNIFORM SUPPLIER**

Home Account Shopping Cart CHECKOUT Welcome, [User] NCIC-The Bay Academy

Secondary Girls Hoodie (Unisex)

**Hoodie (Unisex) (Comming soon)**  
Product Code: TBA-14  
Availability: Out of Stock

Available Options

\* Size  
--- Please Select ---

Qty: 1

**ADD TO CART**

Hoodie (Unisex)  
Size Description (size XXS to S is for Elementary, size up from M is for Secondary)

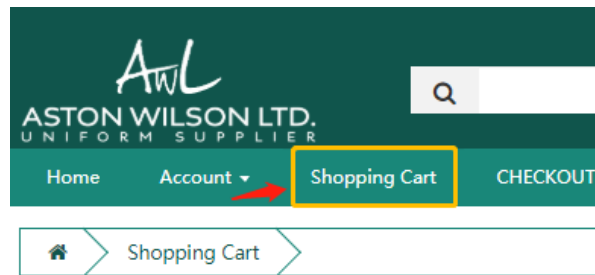
| Size | Price   | Chest | Length |
|------|---------|-------|--------|
| XXS  | ¥180.00 | 41    | 51     |
| XS   |         | 44    | 56     |
| S    |         | 50    | 61     |
| M    | ¥190.00 | 53    | 66     |
| L    |         | 58    | 72     |
| XL   |         | 64    | 76     |

**Related Products**

- Long Sleeve PE Tee (Unisex)
- PE Pants (Unisex)
- Parka (Unisex)



< Illustration-9 >

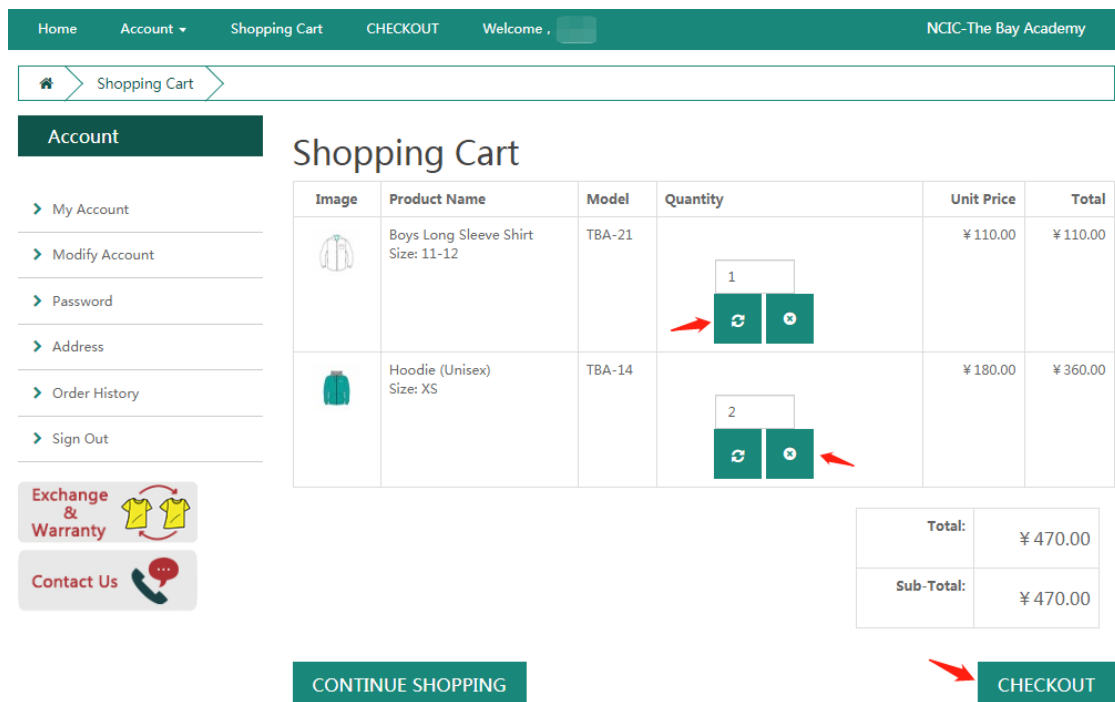
11. When you add all the goods you need, click the 'Shopping Cart' on the top.



< Illustration-10 >

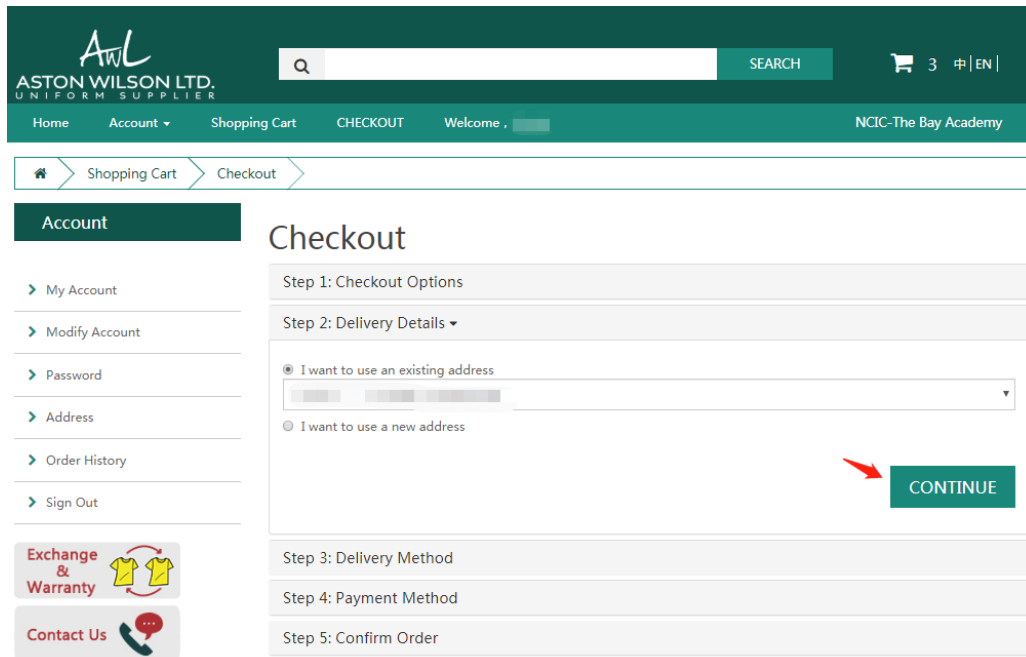
12. In the Shopping Cart page, you will find all the goods you just select, such as the size and quantity.

- If the quantity is wrong, click refresh button  ;
- If you want to delete some item, click delete button  ;
- Click 'CHECKOUT' to continue;



< Illustration-11 >

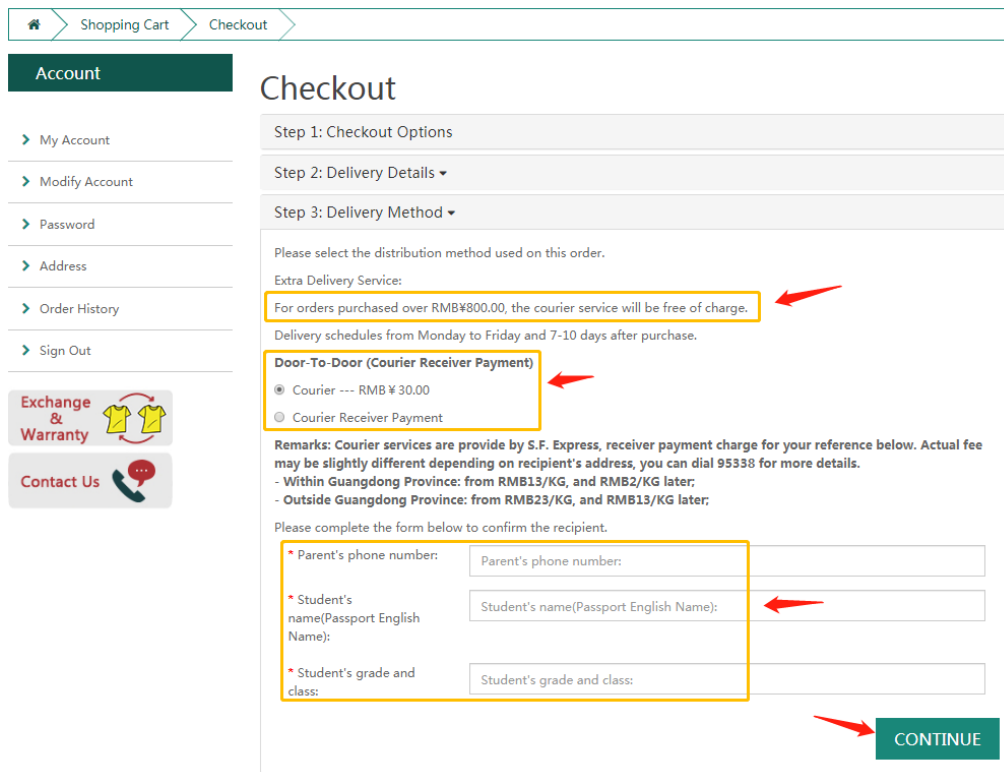
13. The default delivery address is which you filled in registration process. Just click 'I want to use new address' if you needed.



< Illustration-12 >

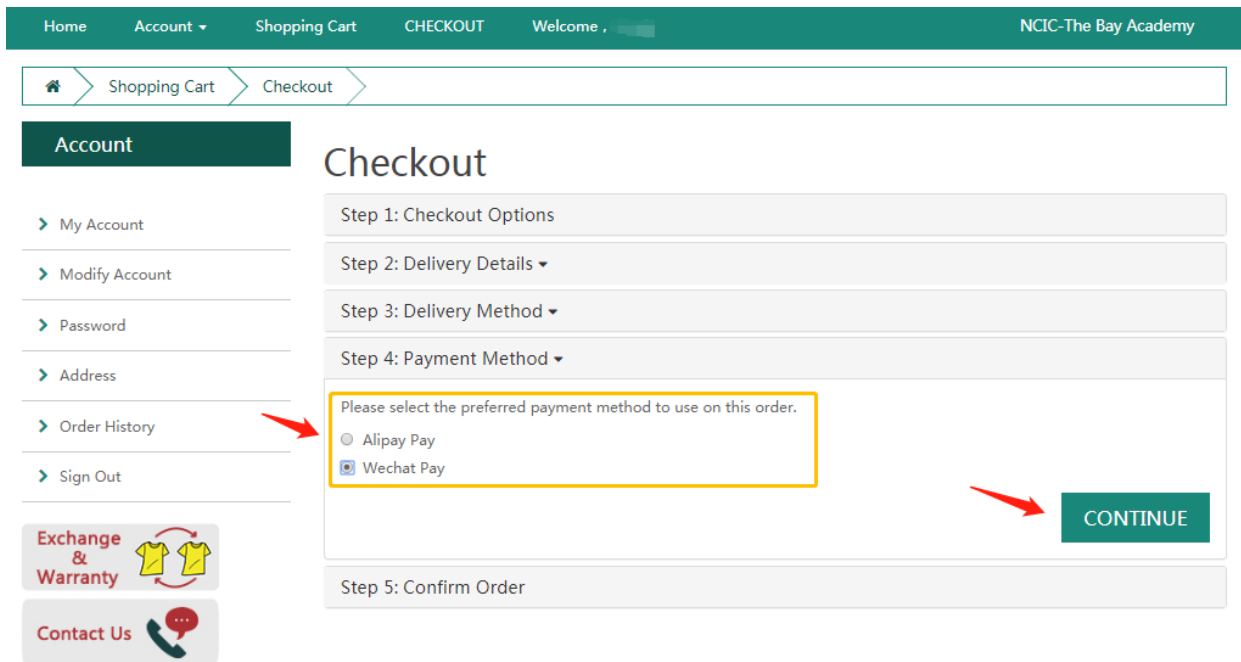
14. Then select the delivery method that how you pay the courier fee.

- You can choose to pay RMB30.00 online, or courier receiver payment;
- For order purchased over RMB800.00, the courier service is free of charge;



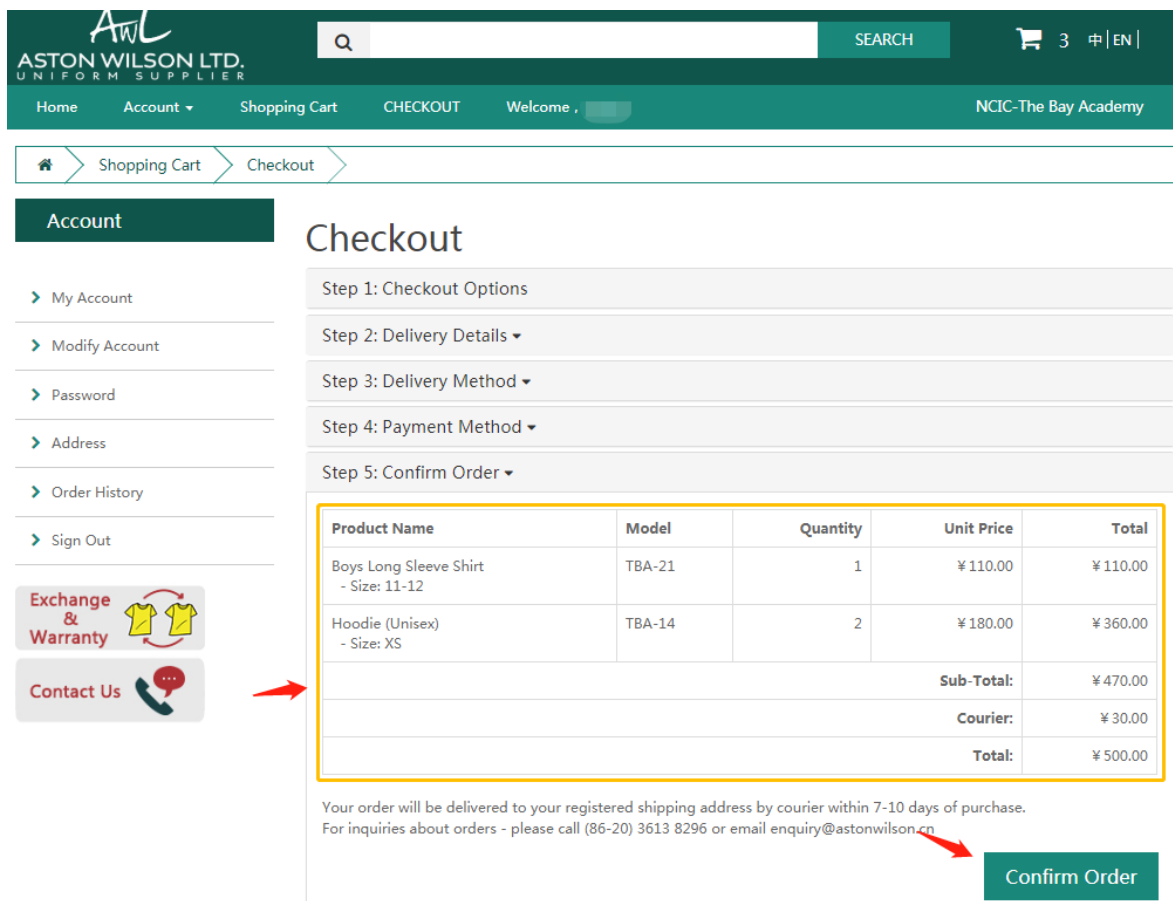
< Illustration-13 >

15. We offer 'Alipay' and 'WeChat Payment' for checking out.



< Illustration-14 >

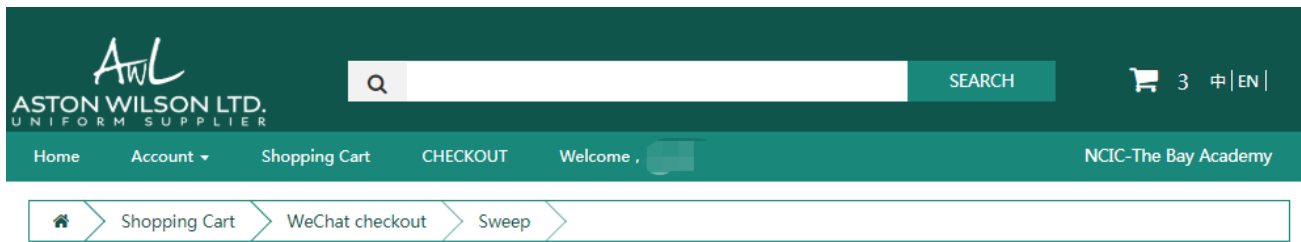
16. Please reconfirm the order, if not, you can revise your order. Click 'Confirm Order' if everything is correct.



< Illustration-15 >



17. Scan the QR code to process the payment.



< Illustration-16 >