

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

Tel: +86 0757-23387035.

- 1. Go to website<u>www.astonwilson.cn/TBA</u>, click 'Account' on left top corner.
- 2. Then click 'Register Account'.



< Illustration-1 >



3. 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.

ount	Register A	ccount	
	If you already have a	in account with us, please login at the login page.	
n	Your Personal D	Data	
ster	. Cast Manua	Commission	
ot Password	First Name		
koosunt	* E-Mail	atio in April 1	
	* Telephone	18(3100.00)	
155	- Norma Andrews		
History	Your Address		
~	* Address1	The Description	
nty 20	Address2	Address2	
t Us 🎔	Your Password		
	* Password		
	* Password		
	Confirm		
	Captcha		
	* Enter the code	St2abd	
	in the bax below	512eb8	
	L		

< Illustration-2 >

4. After register, click 'Login' to continue.





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

AWL ASTON WILSON LTD.	Q	SEARCH)≓ 0 ⇔ en
Home Account - Shopp	ing Cart CHECKOUT Welcome ,		NCIC-The Bay Academy
Account			
Account	My Account		
> My Account	Edit your account information Change your password Modify your address book entries		
> Modify Account	Mv Orders		
> Password	Order History		
> Address			
> Order History			
> Sign Out			
Exchange & Warranty			
Contact Us			

< 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.

ASTON W		D.	Q					SEARCH	Ì☴ 0 申 en
Home	Account -	Shopping C	art CHE	скоит	Welcom	e ,			NCIC-The Bay Academy
Home Home Related P Boys Long Sleeve Shirt	roducts	E R Shopping C Boys Lc Log Long PE Vinisex)	ent CHEC	cKOUT lo (Unisex) Product C Availabilit Available Plea 	Welcom Sleeve ode: TBA-0 y: In Stock e Options isse Select - isse Select - 10.00) 0.00) 10.00) 0.00) 0.00) 10.00) 0.00) 0.00) 10.00) 0.00) 0.00) 0.00) 0.00) 0.000 0.000 0.000 0.000 0.000 0.000	e , Polo (Unise 28 	easurement/CM) Chest 36	Length	NCIC-The Bay Academy
				7- 9-	-8 10	¥108.00	38 41	52 56	
(Unisex)					-12 IS S		43 46 48	61 66 69	
				N	A I		52	71	

< Illustration-7 >



9. And enter the quantity you want.

	TWL WILSOPP L	TD.	Q					SEARCH	Ì☴ 0 中 en
Home	Account -	Shoppin	g Cart	CHECKOUT	Welcome ,				NCIC-The Bay Academy
	lementary	Boys	Long Sleev	re Polo (Unisex)	\geq				
Related	Products			Long Product (Availabil Availabil Size 11-12 Qty 3	Sleeve Pol Code: TBA-08 ity: In Stock e Options	lo (Unise	x)		Ţ
Boys Long Sleeve Shirt Tie (Unisex)	Khaki Pants (Unisex)	Long Sleeve PE Tee (Unisex)	PE Pants (Unisex)	Long Sle Size Desc Secondar 9 11	eve Polo (Unisex) cription (size 5-6 f yy) (Pav 5-6 -10 1-12 XS S M	to 11-12 is fo re & Relax M Price ¥108.00	ADD TO CA r Elementary, size of easurement/CM) Chest 36 38 41 43 46 48 52	RT up from XS is for Length 48 52 56 61 66 66 69 71	

< 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.

ASTON	AWL WILSON LTI	Q. □ R				SEARCH]≓ 0 † EN
Home	Account -	Shopping Cart	CHECKOUT	Welcome ,			NCIC-The Bay Academ
*	Secondary > G	iirls > Hoodie (L	Jnisex)				
			Hooc Product Availabil	lie (Unisex <mark>) (Comr ^{Code: TBA-14} ^{ity:} Out of Stock</mark>	ning soon)		
			Availab * Size	le Options			
	PR		Ple	ease Select			Ŧ
			Qty				
			1				
Related	Products						
		_			ADD TO CAR	т	
	111		Hoodie ((Unisex)			
Long Sleeve PE	PE Pants (Unisex) (U	Parka Inisex)	Size Des Seconda	cription (size XXS to S is for Ele ry)	ementary, size up fror	n M is for	
(Unisex)				(Pave & Relax M	leasurement/CM)		
				size Price	Cnest /1	Length	
				XS ¥180.00	44	56	
				S	50	61	
				M	53	66	
				L ¥190.00	58	72	
				XL	64	76]

< 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.

- a. If the quantity is wrong, click refresh button
- b. If you want to delete some item, click delete button
- c. 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.

AWL ASTON WILSON LTD.	Q	SEARCH] ⊒ 3 ⊕ en
Home Account - Shoppi	ng Cart CHECKOUT Welcome ,		NCIC-The Bay Academy
A Shopping Cart Check	sout		
Account	Checkout		
> My Account	Step 1: Checkout Options		
> Modify Account	Step 2: Delivery Details -		
> Password	I want to use an existing address		
> Address	 I want to use a new address 		·
> Order History			
> Sign Out			CONTINUE
Exchange	Step 3: Delivery Method		
Warranty	Step 4: Payment Method		
Contact Us	Step 5: Confirm Order		

< Illustration-12 >

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

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

🐐 🔪 Shopping Cart 🔪 Checko	ut 🔪				
Account	Checkout				
> My Account	Step 1: Checkout Options				
> Modify Account	Step 2: Delivery Details -				
> Password	Step 3: Delivery Method 🗸				
> Address	Please select the distribution me Extra Delivery Service:	ethod used on this order.			
> Order History	For orders purchased over RMB	¥800.00, the courier service will be free of charge.			
> Sign Out	Delivery schedules from Monda	y to Friday and 7-10 days after purchase.			
Exchange & Warranty Contact Us	Courier RMB ¥ 30.00 Courier Receiver Payment Remarks: Courier services are may be slightly different depe - Within Guangdong Province: Oriting Courier Services are oriticated of the service of the s	provide by S.F. Express, receiver payment charge for your reference below. Actual fee nding on recipient's address, you can dial 95338 for more details. from RMB13/KG, and RMB2/KG later;			
Outside Guangdong Province: from RMB23/KG, and RMB13/KG later;					
	* Parent's phone number:	Parent's phone number:			
	* Student's name(Passport English Name):	Student's name(Passport English Name):			
	* Student's grade and class:	Student's grade and class:			
		CONTINUE			

< Illustration-13 >



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

Home Account - Shoppi	ng Cart CHECKOUT Welcome ,	NCIC-The Bay Academy
Shopping Cart Check	out	
Account	Checkout	
> My Account	Step 1: Checkout Options	
> Modify Account	Step 2: Delivery Details 🕶	
> Password	Step 3: Delivery Method 🗸	
> Address	Step 4: Payment Method 🗸	
> Order History	Please select the preferred payment method to use on this order. Alipay Pay 	
> Sign Out	🖲 Wechat Pay	
Exchange		CONTINUE
Warranty	Step 5: Confirm Order	
Contact Us		

< 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.



Order has been generated, please open your mobile WeChat. And scan the following QR code picture to make the payment.



< Illustration-16 >