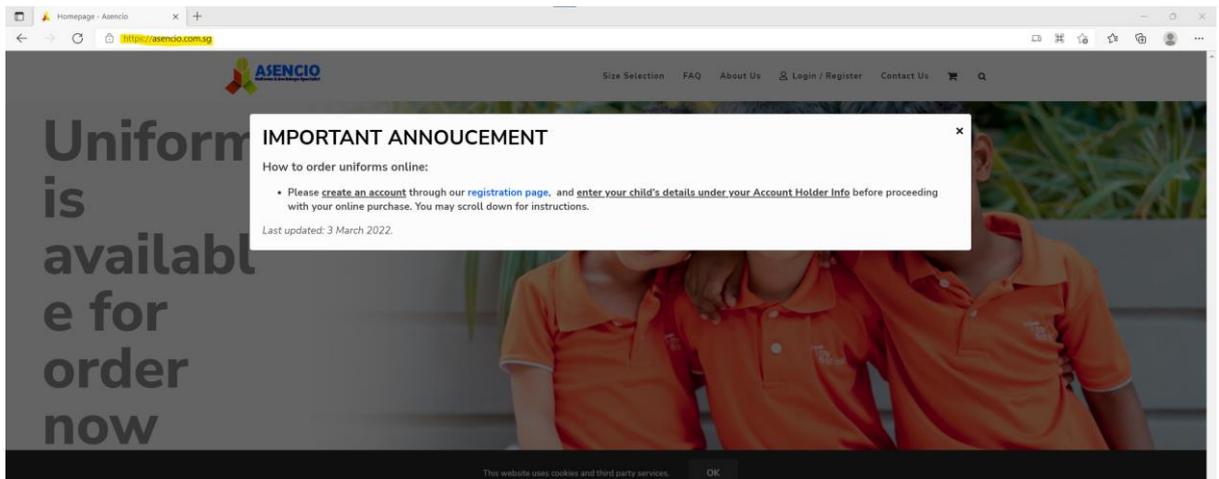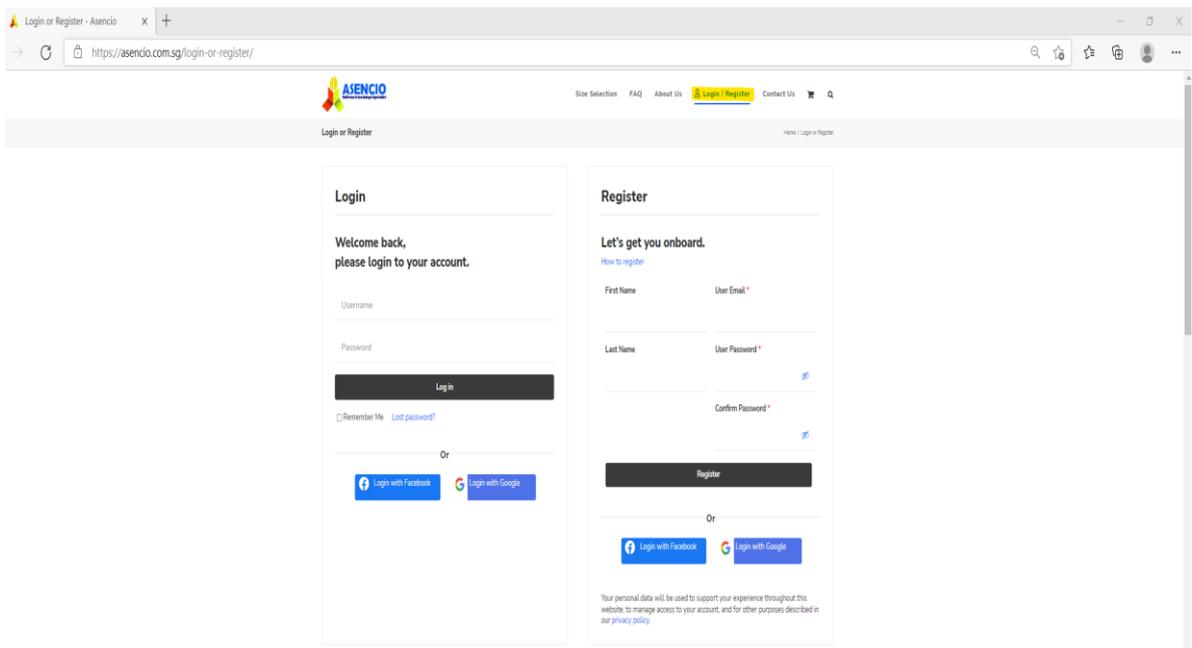# ONLINE ORDERING GUIDE

1. Please enter our website address: www.asencio.com.sg at browser
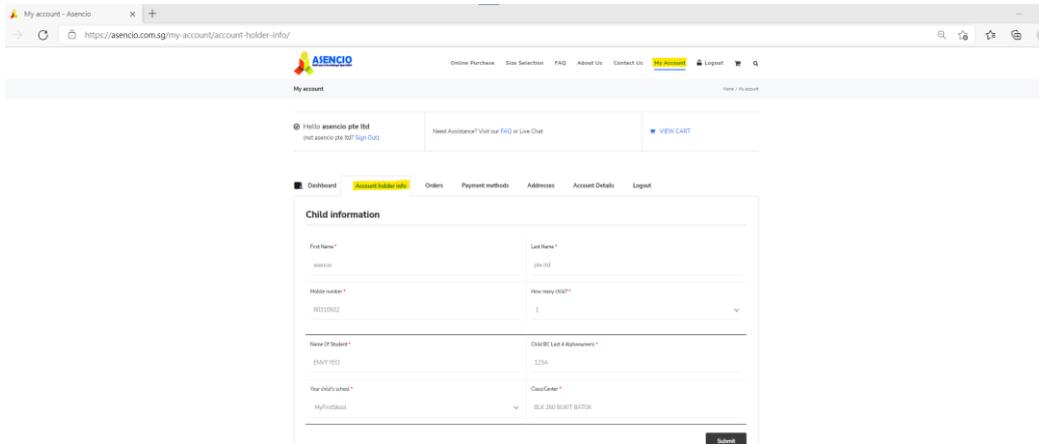

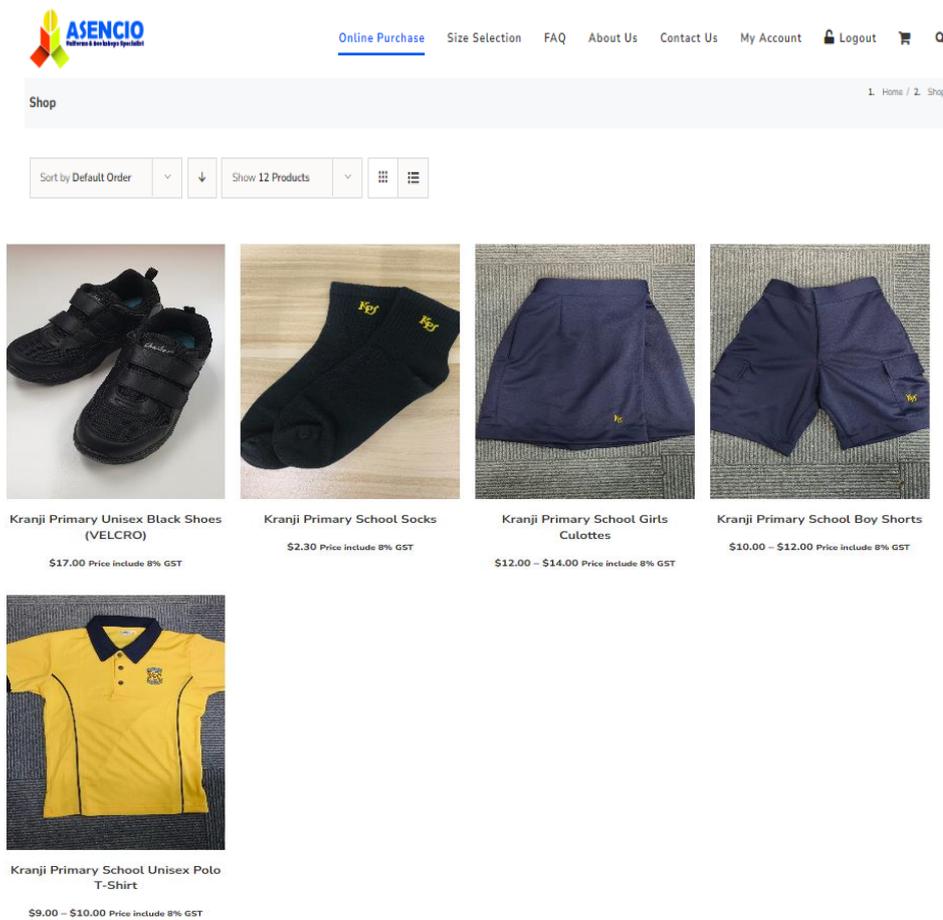2. Click on Login / Register to register a new account

ONLINE ORDERING GUIDE

3. After successful login, click on My Account to update Account holder info and submit before proceeding with online purchase.
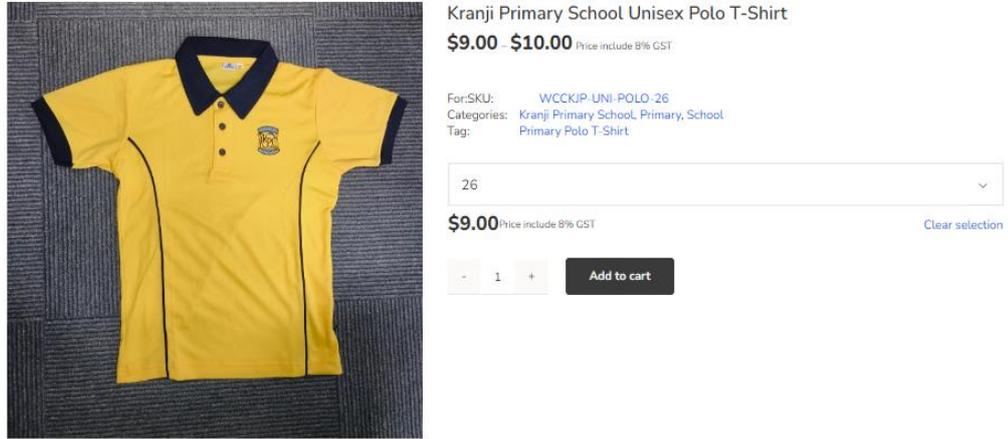

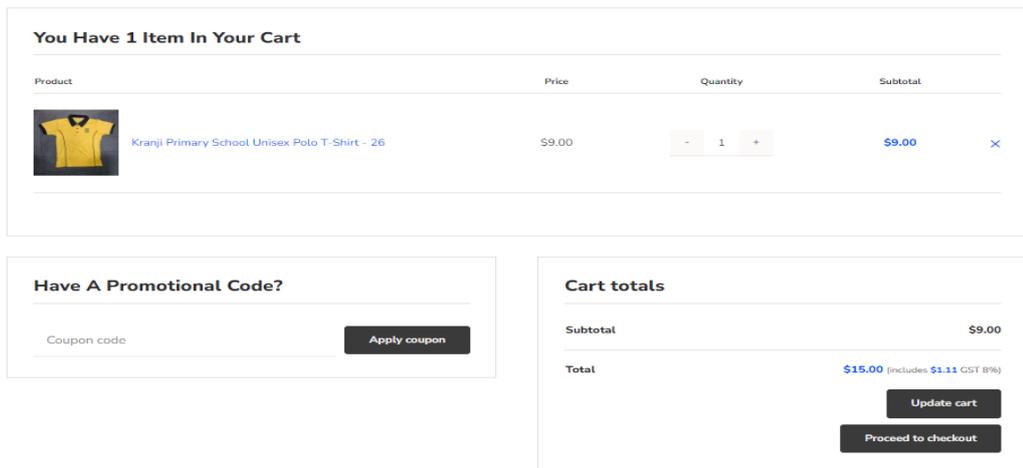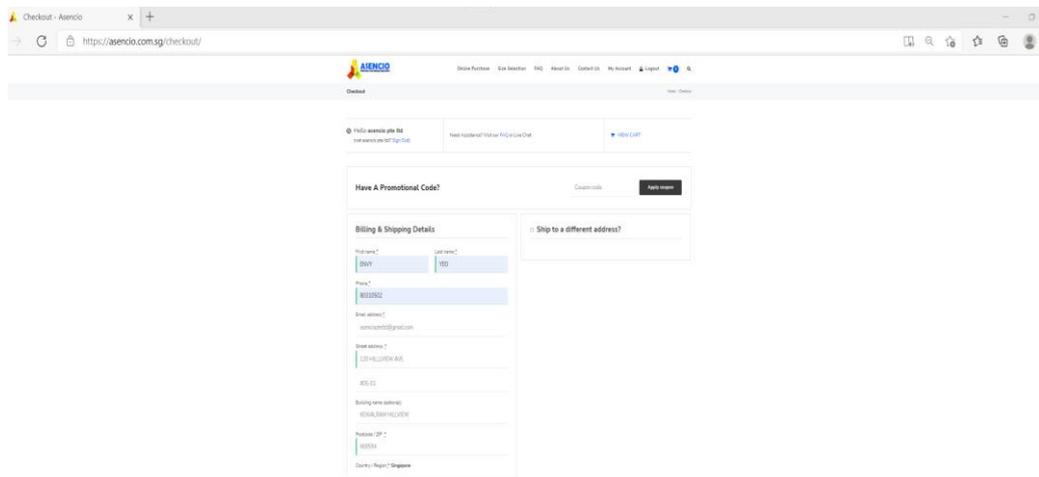4. Click on Online Purchase to view the products

ONLINE ORDERING GUIDE

5. Click on individual product to view the size chart, select size and add to cart

6. After adding to cart, you can continue shopping to add more items or proceed to check out

7. a) At the checkout page, enter shipping details for delivery

b) Check order items, read and accept terms and conditions before placing order

8. You will be directed to the payment gateway. You can choose either card payment or PayNow
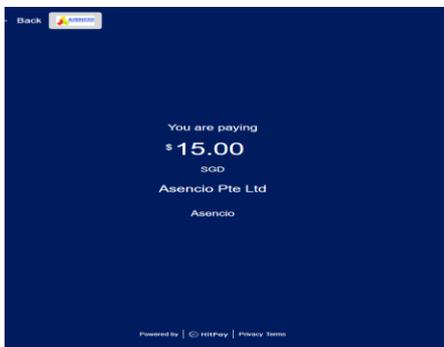
ONLINE ORDERING GUIDE

9   After successful payment, you will be redirected back to our website.

10   You can check your orders status under my account. A copy of your invoice can also be downloaded by clicking on the invoice link.

a)   Status: Processing when order is successfully placed and you will receive the order invoice through email.
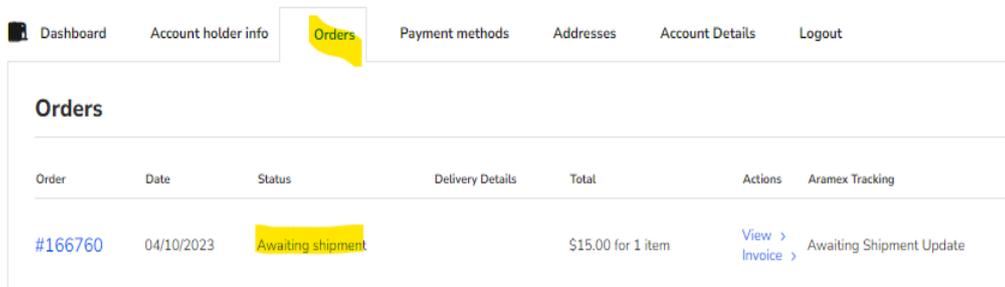
b) Status: Order received when we are preparing the order (We update the next working day after order is placed)

c) Status: Awaiting shipment when ready for Courier pick up (We update the next working day after order is picked up)