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Portal UTeM Books Online have been created for who is interested in buying book online. This book is published by online. (Click URL: http://utembooks.утем.edu.my as below)
Register as New User

All user UTeM Books Online, please click button login. If first time registered you must follow the step below:

1. Click “Register”.

Screen 1: Menu for Sub Module Registered New User
2. The screen will show as below. Key in your customer information and bil to information.

3. Click “Send Registration” (make sure you key in all field). Screen below will appear:
4. After complete registration, an email will be automatically sent to your email account with the activation code. You must activate the code before you can use it. You must Login your email account first as shown below:
5. Click the URL that have been given for activate the account. Message ‘**ACTIVATION COMPLETE**’ will show (Refer screen below) :-

6. **Activation Complete.** Process activate your username and password have been successful and you can access all the facilities that provided by UTeM Books Online.
1. **Login** portal **UTeM Books Online** by using username and password that you have been registered before this.

![Login Portal](image)

2. Click "**Login**". You can access all type of transaction after you registered as a user UTeM Books Online.

![Login Portal](image)
3. Click “Account Maintenance”. You can update your information for “Account Information”, “Shipping Information” and “Order Information”.
Account Information

**Function**: Screen for update customer information.

1. Click **Account Maintenance**.
2. Click “**Save**” or button  for saving the record.
3. Click button  to bring you to the previous screen.
Shipping Information

**Function**: This Screen is using for updating shipping address.

1. **Shipping Address** must be the same as **Billing Address** before this.
2. Click “**Add Address**” if you want to add the address that difference with **Billing Address**. Screen below will appear:
3. Click button “Save” if you want to save the record or click button “Back” if you want to return the screen before.
Shopping Cart

1. Choose books or publisher that you interested to buy.

2. Click button if you interested to buy the books.

3. After you have choosen the books, if you would like to view all the books you can click the button “View Cart”. Screen below will appear:

   ![View Cart Screen]

   - Screen above shows the shopping cart with 2 products.
   - The total amount is RM60.00.
4. Click “Continue Shopping” if you decide to continue shopping, or “Checkout” if you decide to process a payment or something else. Screen below will appear:
5. Make sure your order listing are correct. Update “Shipping Address”, and click “Next” to proceed with Ship Methods. Screen below will appear:
6. Choose “Pick up” (No shipping rate is charge but buyers must come their own at Pejabat Penerbit Universiti), or using “Pos Laju” (shipping rate will be charge) for Posting.

7. Click “Next” for proceed next screen:
8. Choose Payment Method either by “Cheque/ Bank Draft/ Money Order/ Postal Orders (Universiti Teknikal Malaysia Melaka)”, or “Electronic Funds Transfer (EFT)/ Telegraphic Transfer/ Interbank Giro/ Cash Deposit (Account No: 040420100000833)” or “FPX - MEPS”.

9. Click button [ ] to proceed next screen. Screen below will appear:
10. Key in your note if necessary.

11. Tick √ “I agree to the Terms And Conditions”. Read the Terms And Conditions (At the top of menu.)

12. Click for confirmation. Screen below will appear:
13. Click **"Follow this link to view the Order Details"**. The summary of purchase order will be appear as below: