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# CHROME EXTENSION

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## User guide

GENERAL POST OFFICE - ANGUILLA

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FACEBOOK <https://www.instagram.com/generalpostofficeanguilla/>

TIKTOK: [tiktok.com/@gpo.anguilla](https://www.tiktok.com/@gpo.anguilla)



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## CREDIT CARD ORDERING SERVICE – CHROME EXTENSION

### USER GUIDE

#### Introduction

Are you hesitant to make online purchases with your credit or debit card? Or perhaps you don't have a credit card? The **GPO-Anguilla's Credit Card Ordering Service Chrome browser extension** is your solution for a seamless and secure shopping experience.

Shop at your favourite online stores and effortlessly add items to your Credit Card Ordering Service shopping cart from the comfort of your home. Simply visit the **Chrome Web Store** by entering <https://chromewebstore.google.com/> into your internet browser, or download and install the [GPO-Anguilla Credit Card Ordering Service Chrome Extension](#), and enhance your shopping experience.

***The extension is not compatible with mobile phones. Personal computers and tablets are preferred.***

Once you've completed your order, visit the General Post Office to finalize your payment—it's that easy!



## Credit Card Ordering Service Terms and Conditions

The General Post Office's Credit Card Ordering Service is designed to help customers who lack access to a credit/debit card, do not wish to use their personal cards or face challenges when trying to place orders online with different websites. To use this service, customers must agree to the following terms and conditions:

1. All orders should be submitted using the GPO- Anguilla Credit Card Ordering Service Chrome extension, which can be downloaded from the Chrome webstore.
2. Payment for the order submitted must be made in person at the General Post Office, using either cash or a cheque drawn from the National Commercial Bank of Anguilla.
3. Customers are required to verify the description and quantities of items in their cart before the General Post can proceed with the order.
4. Customers must be 18 years of age or older and present a valid photo ID before any order is processed.
5. Customers interested in collecting their orders at the General Post Office are required to open an eCommerce (Home Shopping or eZone) account, if not already registered. This involves:
  - a. Paying the necessary subscription fees.
  - b. Keeping the account in good standing by paying applicable freight charges upon the arrival of packages in Anguilla.
  - c. Clearing packages through the Customs department.
6. When using the Chrome extension at the office of the General Post Office, customers will have a strict maximum of 10 minutes to place an order; an additional fee will apply for any extension beyond this limit.
7. Be advised that Primetime Amazon orders will incur an additional fee per order.



8. Departments and ministries placing orders valued below EC\$4,000.00 or its USD equivalent for furniture, computers, laptops, computer parts, accessories, standard phones, and mobile phones are required to present proof of approval from the Ministry of Finance/Department of Information Technology and E-Government Services (DITES) before the order is processed.
9. Customers are strictly prohibited from contacting suppliers after placing an order. All communication must be routed through the General Post Office.
10. The charge per order, inclusive of GST, may fluctuate based on the total cost of each order, as detailed in our published rate sheet.

The General Post Office of Anguilla is responsible solely for facilitating order placements on behalf of customers and maintains no business relationships with websites from which orders are sourced. Consequently, the General Post Office is not liable for:

- a. Delays in order fulfilment by suppliers.
- b. Delays in the arrival of packages at the General Post Office USA addresses.
- c. Damaged or missing merchandise, incorrect item, incorrect sizes/colours, or the quality of items ordered or received, etc.
- d. Partial cancellations of orders by the supplier.

The General Post Office will make every effort to contact suppliers regarding any issues with an order. Should a refund be possible, it is imperative that the General Post Office first confirms that the refunded amount has been credited to its credit card account before issuing a refund to the customer.

### **Service charge**

A service charge fee, inclusive of GST, is mandatory and payable to the General Post Office for each website. This fee encompasses the cost associated with order placement and administrative services.

Customers may be eligible for a refund only under the following specific circumstances:

- a. The supplier failed to process the order. (Refund of half of the Service charge)
- b. The Post Office's credit card was declined. (Full refund of Service charge)



- c. All items within an order were cancelled. (Refund of half of the service charge)

The service charge fee will be waived for all orders processed by government ministries and departments utilizing the Credit Card Ordering Service. Please note that this fee remains applicable to government agencies and statutory bodies.

By downloading and using the GPO's Credit Card Ordering Service Chrome Extension, you confirm that you have thoroughly read, understood and accepted the above terms and conditions. These terms will govern all orders placed via the General Post Office's Credit Card Ordering Service.

[Click here](#) to download the Credit Card Ordering Service Terms and Conditions.



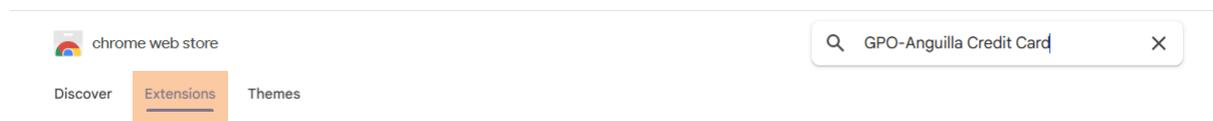
## Chrome Extension download

Click on the following link

<https://chromewebstore.google.com/search/GPO%20Anguilla>

Or

Visit the Chrome Web Store by entering <https://chromewebstore.google.com/> into your browser, Select EXTENSIONS, and search for **GPO-Anguilla – Credit Card Ordering Service**.



Select the extension displayed



GPO-Anguilla - Credit Card Ordering Service

[aps.ai/](#)

0.0 ★ ⓘ

Order online without a credit card—use GPO-Anguilla's secure Chrome extension or visit our office for easy shopping.



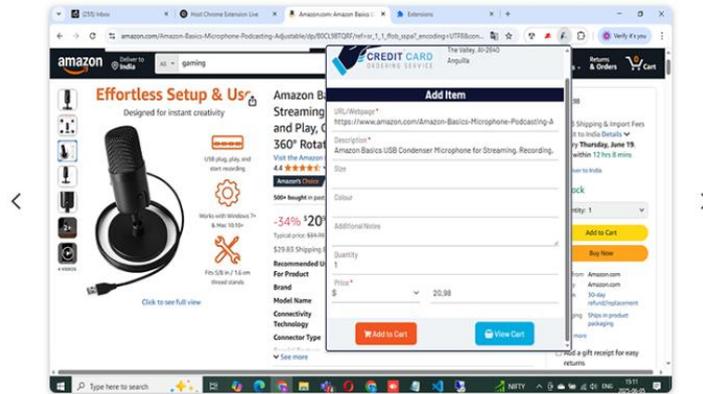
Select **ADD TO CHROME**

## GPO-Anguilla - Credit Card Ordering Service

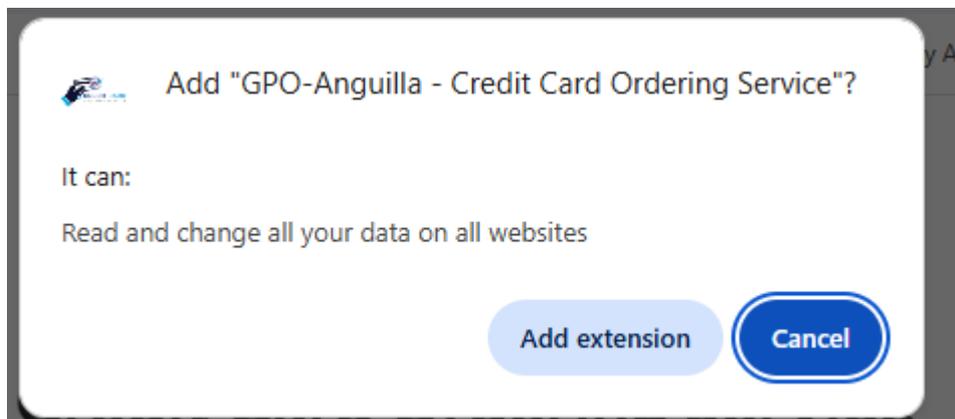
Add to Chrome

<https://aps.ai/> Share

Extension Shopping 3 users



Select **ADD EXTENSION**

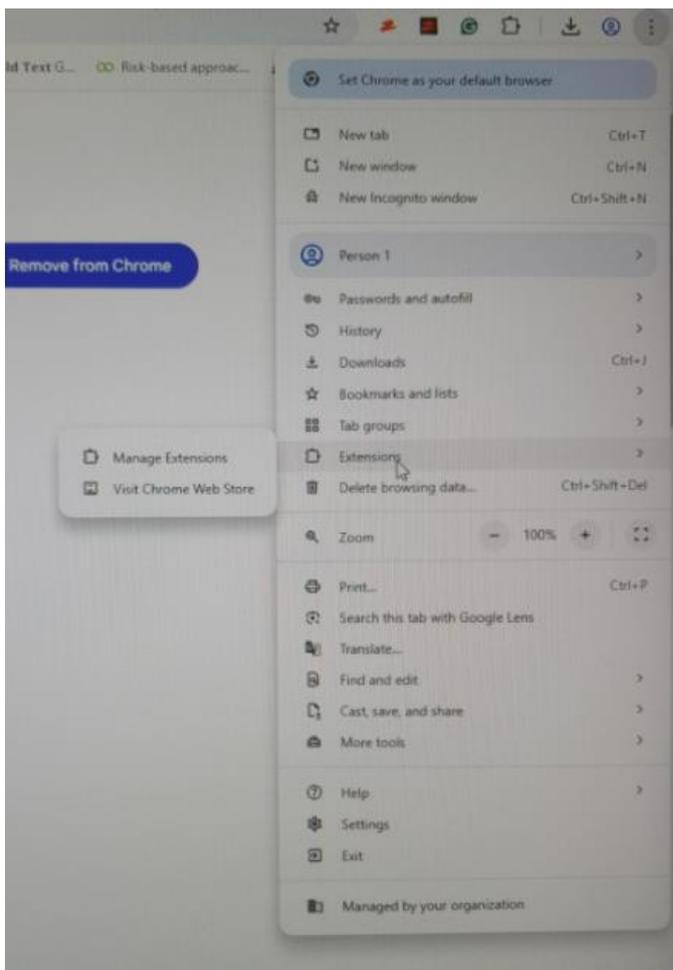




Click on the three small dots at the top of your screen



Scroll to **EXTENSIONS– MANAGE EXTENSIONS**





Select the box with the GPO-Anguilla – Credit Card Ordering Service shown



GPO-Anguilla - Credit Card Ordering Servi... 1.0.8  
Order online without a credit card—use GPO-Anguilla's secure Chrome extension or visit our office for easy shopping.  
ID: dnhhfgamhicefpdckfbnfgmcpmjpgmld  
Inspect views [service worker \(Inactive\)](#)

[Details](#) [Remove](#)

Click on **DETAILS**

Scroll down and select **PIN TO TOOLBAR**

Site settings	
Pin to toolbar	<input checked="" type="checkbox"/>

The GPO-Anguilla – Credit Card Ordering Service **icon** will appear to the top right of the screen.

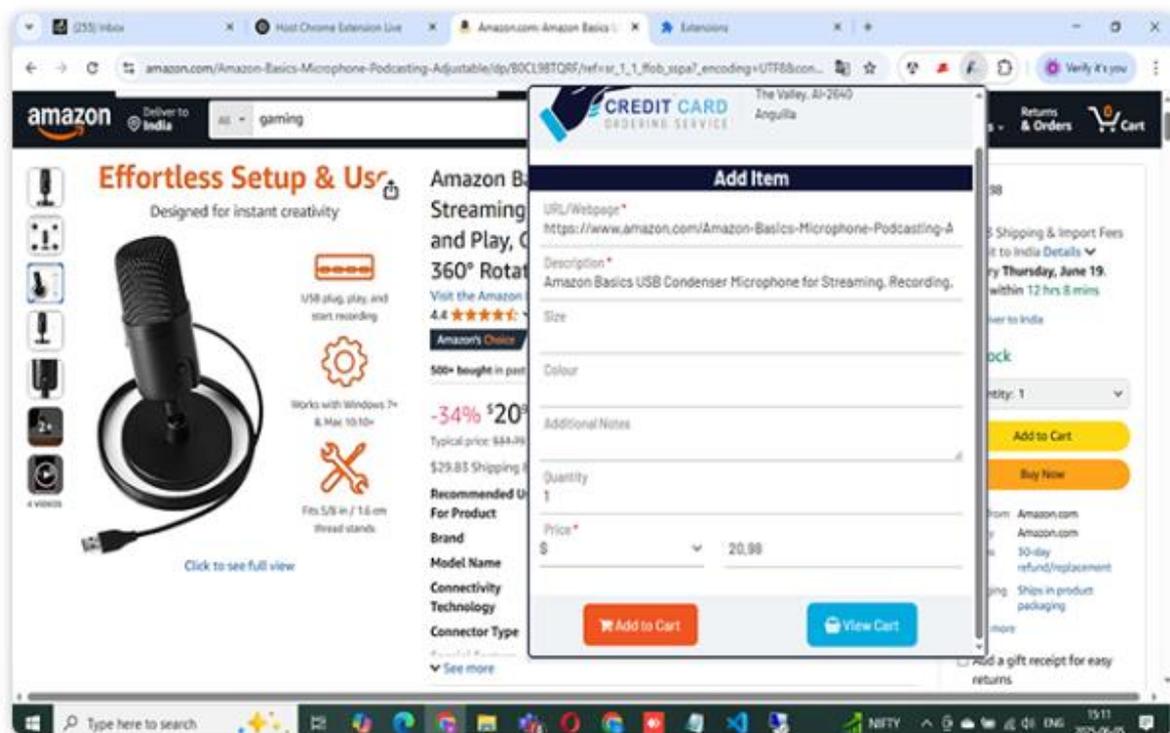


***Congratulations! You have successfully downloaded the GPO-Credit Card Ordering Service Extension and can now begin shopping!***



## Start shopping

Automated product compilation.



1. Visit the website where you would like to place an order
2. Select the item you wish to purchase from the website. **If the item is already in the website's shopping cart, please click to view the details.**
3. Click on the GPO- Credit Card Ordering Service Extension icon prominently displayed in the





4. The information shown below will automatically fill in the extension's shopping cart

- URL/webpage address
- Description of the item
- Size – if provided
- Colour
- Quantity (can be changed if greater than 1)
- Price – select the \$ sign if not shown
- Price

(If the product's size and colour are not filled in automatically, please enter them manually.)

The screenshot shows a SHEIN product page for a 'Double-Layer Cake Stand'. The main product image shows a wooden stand with two tiers, each holding a small cake. A video player is visible on the left. An 'Add Item' popup window is overlaid on the right side of the page. The popup contains the following information: URL/Webpage: https://www.shein.com/This-Single-Piece-Double-Layer-Cake-Stand; Description: This Single-Piece Double-Layer Cake Stand Can Be Used As A Dessert; Price: From \$2.90; Size: A-gold; Quantity: 1; Price: \$ 2.90. The popup also includes 'Add to Cart' and 'View Cart' buttons. Below the popup, the shipping information is visible: Shipping as low as \$35.00, Est. Delivery: Mar 17 - Mar 29. The return policy and shopping security sections are also partially visible.

Select **ADD TO CART**

Click on **VIEW CART** to view the details of the item selected.



The Valley, AI-2640  
Anguilla

Version: 1.0.8

**Cart**
←

ITEM DESCRIPTION	QTY	PRICE	
This Single-Piece Double-Layer Cake Stand Can Be Used As A Dessert Plate, Breakfast Tray, Or Cheese Platter, Featuring A Wooden Base. It Can Serve As A Centerpiece Decoration For The Kitchen Or Dining Table, As Well As A Living Room Display. Its Modern Design Creates A Fashionable Ambiance For The Home Or Restaurant, Perfect For Holding Snacks, Cakes, Tea Treats, Or Bread. It Makes An Ideal Gift For Wedding Season, Graduation Season, And Christmas	1	2.90	

Subtotal	\$2.90
Sales Tax	\$0.20
Service Charge	\$12.00
GST	\$1.56

- Continue to add items to the cart as previously shown.
- The following information will appear in the cart



# CREDIT CARD

ORDERING SERVICE

Tear Drop Crystal Earring Stud For Women 1Pair 1 1.09    
Valentine's Day Accessories  
one-size

Subtotal	\$3.99
----------	--------

Sales Tax	\$0.28 
-----------	--

Service Charge	\$12.00
----------------	---------

GST	\$1.56
-----	--------

Shipping Fee	0.00
--------------	------

Other Charges	0.00
---------------	------

Total	\$17.83
-------	---------

Please carefully review to ensure you have your desired colours and sizes selected

 CHECKOUT

 CONTINUE SHOPPING



#### Notes:

You cannot add the same item from a website more than once after adding it. However, you can change the quantity using the edit option in the view cart.

Version: 1.0.8

### Cart

ITEM DESCRIPTION	QTY	PRICE	
This Single-Piece Double-Layer Cake Stand Can Be Used As A Dessert Plate, Breakfast Tray, Or Cheese Platter, Featuring A Wooden Base. It Can Serve As A Centerpiece Decoration For The Kitchen Or Dining Table, As Well As A Living Room Display. Its Modern Design Creates A Fashionable Ambiance For The Home Or Restaurant, Perfect For Holding Snacks, Cakes, Tea Treats, Or Bread. It Makes An Ideal Gift For Wedding Season, Graduation Season, And Christmas	1	2.90	 

1. To view your cart after adding products, click on the "View Cart" button. You can add multiple products without any limits on the quantity of each product or the total number of items. **However, please note that orders are restricted to two different websites.**
2. If you wish to make changes to a product, follow these steps:
  - i. Click on the edit icon.
  - ii. Make the necessary adjustments.
  - iii. Select the "Add to Cart" option.
  - iv. To delete products from your cart, simply click the delete icon, and they will be removed.
3. To add more products, please click on the **CONTINUE SHOPPING** option.

Click on the **CHECKOUT** option if you're ready to proceed.



## Manual entry of products

The extension may not be compatible with all websites; therefore, you will need to enter the product information manually.

1. Copy the URL address of the website from the top of the page and paste it in the URL/Webpage field of the extension

[https://www.amazon.com/Upinfree-Wicker-Basket-Storage-Home/dp/B0C0XW6DG6/ref=pd\\_ci\\_mcx\\_mh\\_mcx\\_views\\_0\\_image?pd\\_rd\\_w=EYRS9&content-id=amzn1.sym.781fe6e1-9487-4a74-b81e-5a879eSec273%3Aamzn1.s](https://www.amazon.com/Upinfree-Wicker-Basket-Storage-Home/dp/B0C0XW6DG6/ref=pd_ci_mcx_mh_mcx_views_0_image?pd_rd_w=EYRS9&content-id=amzn1.sym.781fe6e1-9487-4a74-b81e-5a879eSec273%3Aamzn1.s)

URL/Webpage \*

<https://www.amazon.com/Upinfree-Wicker-Basket-Storage-Home/d>

2. Copy the product information from the website and paste it into the description field.

Home & Kitchen › Storage & Organization › Baskets, Bins & Containers › Shelf Baskets



### Small Wicker Basket for Toilet: Waterproof Storage Basket Organizing Over Tank Topper Tan 2pack

Brand: UPINFREE

4.8 ★★★★★ (279) | Search this page

Amazon's Choice

100+ bought in past month

-13% \$19<sup>99</sup> (\$10.00 / count)

List Price: ~~\$22.99~~

Get a \$50 Amazon Gift Card instantly upon approval for the Mercury Visa Signature Card.

[Learn more](#)

Size: **small (2-pack)**

small (1-pack)

small (2-pack)

Color: **Tan**



Description \*

Small Wicker Basket for Toilet: Waterproof Storage Basket Organizing



3. Manually enter the size and colour of the product, if shown, along with the quantity and unit price.
4. Select **ADD TO CART**
5. Follow the additional steps outlined under **Automated product compilation**



The Valley, AI-2640  
Anguilla

Version: 1.0.8

### Add Item

URL/Webpage \*  
<https://www.amazon.com/Upinfree-Wicker-Basket-Storage-Home/d>

Description \*  
Small Wicker Basket for Toilet: Waterproof Storage Basket Organizing

Size  
Small (2-pack)

Colour  
Tan

Additional Notes

Quantity  
1

Price \*  
\$ 19.99

**Add to Cart** **View Cart**



## Checkout

To access the checkout page, choose one of two methods:

1. Login option
2. Checkout as a guest

### Log in

Under the login option:

- Step 1: Enter your Home Shopping account number
- Step 2: Enter your Home Shopping/online system password
- Step 3: Select the "Login" button

Your name, address and other required information will be automatically loaded.

### Check out as a guest

If not subscribed to the Home Shopping service, you will be required to **CHECKOUT AS GUEST** and must fill out the required fields, which include name, address, email, phone number, and country.





General Post Office  
The Valley, AI-2640  
Anguilla

Version: 1.0.8

## Login

Account Number \*  
Hs00000

Password \*  
Password

Login

Not a Member?

Checkout as Guest

Back To Cart



Select **AT THE GENERAL POST OFFICE** as your payment method.



General Post Office  
The Valley, AI-2640  
Anguilla

Version: 1.0.8

## User Info

Name \*  
John Doe

Address \*  
West End

Email \*  
postoffice@gov.ai

Telephone \*  
264-497-2528

Country \*  
Anguilla

Payment Methods \*  
 At the General Post Office (Customer Service Office)

View Cart Items



- Confirm the total cost shown
- Select the type of shipping service preferred: eZone, Home Shopping or Other address

Subtotal	\$3.99
Sales Tax	\$0.28 
Service Charge	\$12.00
GST	\$1.56
Shipping Fee	0.00
Other Charges	0.00
Total	\$17.83

Please select your preferred shipping service \*

Air (eZone)    Ocean (Home Shopping)    Other Address

 **SUBMIT ORDER**

 **RETURN TO CART**

**SUBMIT ORDER**



### Credit Card Ordering Service



Thank you for your order. We are pleased to inform you that we have received your order number # 110018 . Please use this order number for future reference.

Close

An invoice will be sent to your email.



# CREDIT CARD

## ORDERING SERVICE



Invoice No. **110018**

✉ [postoffice@gov.ai](mailto:postoffice@gov.ai)

📍 General Post Office – Anguilla The Valley,  
AI-2640 ANGUILLA

☎ 264-497-2528

🌐 [www.aps.ai](http://www.aps.ai)

Name: John Doe

3/9/2026 12:25:29 PM

Address: West End  
mob: 264-497-2528

Qty	Description	Color	Size	Unit Price	TOTAL
<b>Store:shein</b>					
1	This Single-Piece Double-Layer Cake Stand Can Be Used As A Dessert Plate, Breakfast Tray, Or Cheese Platter, Featuring A Wooden Base. It Can Serve As A Centerpiece Decoration For The Kitchen Or Dining Table, As Well As A Living Room Display. Its Modern Design Creates A Fashionable Ambiance For The Home Or Restaurant, Perfect For Holding Snacks, Cakes, Tea Treats, Or Bread. It Makes An Ideal Gift For Wedding Season, Graduation Season, And Christmas.			2.90	2.90
1	Tear Drop Crystal Earring Stud For Women 1Pair Valentine's Day Accessories		one-size	1.09	1.09

Purchase Total	
Subtotal	\$3.99 (EC\$ 10.73)
Sales Tax	\$0.28 (EC\$ 0.75)
Credit Card Ordering Service Fee	\$12 (EC\$ 32.26)
Service Fee GST	\$1.56 (EC\$ 4.19)
Other Charges	\$0 (EC\$ 0.00)
Balance Outstanding	\$17.83 (EC\$ 47.93)



#### **Limitation of Liability**

The General Post Office of Anguilla is facilitating the placement of orders on the behalf of customers and do not have any business relationships with the websites from which orders are placed. Therefore, the General Post Office is not liable/responsible for:-

- a. Delays experienced with orders being fulfilled by the supplier
- b. Delays experienced with the time in which packages arrive at the General Post Office USA addresses
- c. Damaged or missing merchandise, wrong item, incorrect size/colour, quality of items ordered or received, etc.
- d. Partial order cancellations by the supplier

The General Post Office, however, will endeavour to make contact with the supplier to inform them of any problems identified with the order. If a refund is an option, the General Post Office is required to first confirm that the refunded amount was credited to its credit card account BEFORE refunding the customer.

Visit the Customer Service office at the General Post Office to remit payment and have your order placed on the actual website.



## Remit payment

After submitting your order, visit the General Post Office during regular business hours. Payment is accepted via cash or cheques drawn on local banks.

You will be required to confirm the quantity and description of the items in the shopping cart before the order is submitted.

## Collecting orders at the General Post Office

Please refer to Point 5 of the service terms and conditions.

5. Customers interested in collecting their orders at the General Post Office are required to open an eCommerce (Home Shopping or eZone) account, if not already registered. This involves:
  - a. Paying the necessary subscription fees.
  - b. Keeping the account in good standing by paying applicable freight charges upon the arrival of packages in Anguilla.
  - c. Clearing packages through the Customs department.



## Rates



RATES		
Service	(inclusive of GST) USD\$	(inclusive of GST) XCD\$
Orders per website Less than USD \$1,000.00	USD \$13.56	XCD \$36.46
Orders per website USD \$1,000.00 up to USD \$9,999.99	USD\$20.34	XCD\$54.68
Orders per website USD \$10,000 and greater	USD\$27.12	XCD\$72.90
Amazon PRIMETIME orders	USD \$ 3.39	XCD \$ 9.11
Extended time fee	USD \$ 8.41	XCD \$22.61
Orders shipped to another destination or a personal shipping address other than the General Post Office USA shipping addresses.	USD \$ 20.34	XCD \$ 54.68

***Rates are subject to change without prior notice***

Or visit our website at [https://aps.ai/services/14/credit\\_card\\_ordering](https://aps.ai/services/14/credit_card_ordering)



If you require additional information, please click on the link below to contact us or visit our office.

<https://aps.ai/contact>

**Thank you!**