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Your Portal

Datacom has a dedicated on-line ordering system called MySchoolShop. This system has been customised for Kilvington Grammar.

The link to your portal is https://myschoolshop-nsw.datacom.com.au/kilvingtongrammar

Payment Options

Under the Dell BYOD Portal we offer you two payment options.

- Major Credit cards - VISA, VISA Debit, MasterCard, Debit MasterCard.
- Direct Deposit
  - BSB 242 000
  - Account Number 230 273 006
  - Account Name Datacom Systems
If you choose the pay via direct deposit, simply choose this option in the payment section and continue to process your order. Once you have received your order confirmation, you will be required to reference your “order number” when processing your payment into our account.

Datacom Systems do not offer finance, however we work with a number of providers who can offer six months interest free packages for the purchase of equipment. An example of this would be GEM finance. For further information and to apply for this card, please go to the following website [http://www.gemvisa.com.au/apply.html](http://www.gemvisa.com.au/apply.html). Once you have received your GEM Card you can use this on our portal by choosing the appropriate credit card payment option.

Disclaimer: Datacom are not associated or affiliated with GEM finance or any other credit card provider. Any transaction is purely between your chosen finance provider and yourself and you are advised to read the disclosure statement and terms and conditions from the provider that you have selected.

**Delivery of your order**

We have 2 ordering windows available.

**Phase 1: Open Monday 19th October – Close Sunday 8th November**
Orders placed during Phase 1 will be available for collection approximately 3 weeks after the order was placed. You will be emailed once your order is ready for collection from the school.

**Phase 2: Open Monday 9th November – Close Sunday 10th January**
Orders placed during Phase 2 will be available for collection after the 25th January. You will be emailed once your order is ready for collection from the school.

**Contact Us**

Who do you contact for questions relating to the products, delivery of your laptop or the BYOD Portal?

Please complete the online “Contact Us” located in the top right hand corner of the portal, email [qldsales@datacom.com.au](mailto:qldsales@datacom.com.au) or call 1300 778 612 (Mon-Fri 9am-5pm)
HOW TO ORDER

Step One – Logging in

To begin, please click here or enter the address above into your browser.

The site requires an Access Key and PIN to access the portal. These details are specific to Kilvington Grammar.

| Access Key | kilvington |
| PIN        | kilvington |

Once you have entered the Access Key and PIN, you are required to accept the Terms and Conditions to proceed to the portal.
Step Two – Home Page

Once you have logged in successfully, you will be taken to the Home Page. Here you will be presented with Information Tabs, Main Products and Accessories that are on offer as a part of this program. Click on the Information Tabs for further information, such as our “Payment Options”

All products are displayed into two main categories. **Main Products** (Top Row) are all the devices available and are listed into the below groups.
- HP 440
- HP 9480m
- HP x360
- iPad Air
- MacBook Air
- MacBook Pro
- Surface Pro 3

**Accessories** (Second Row) are all the accessories available for each of the main products and are listed into the below groups.
- HP Accessories
- iPad Air Accessories
- MacBook Accessories
- Surface Pro 3 Accessories

Simply select the Main Products or Accessories tabs to view all products within that category.
Step Three – Viewing Products

When you select any item, product information is displayed including full product specifications.

HP 640 G1 with 3 Year ADP
$1,540.00 inc GST

Description

640 G1 - Dual Core i5 4210m 2.5Ghz
- 1 x HP 3 year Next business day onsite with ADP

Product Description

This bundle includes the HP 640 G1 with the HP 3 Year Extended Warranty with Accidental Damage Protection.

1 x HP 640 G1 - i5 4210m 2.5Ghz, 8GB RAM, 500GB HDD, Windows 8.1 Pro 64, Intel WiDi pre-installed, 3 Year Onsite Warranty

Take on tasks in the office or on the road with the durable HP ProBook 640 G1 and HP ProBook 650. These ProBooks are thin, light, and packed with productivity features to make work faster and easier.

Plus, reliable security solutions keep your data out of the wrong hands.
Step Four – Ordering

To order products, simply click Add to Shopping Cart or to view further product details, click the tab (or the HOME tab) and you will be taken you back to the main catalogue of products.

The total number of items you have selected will show in your Shopping Basket in the top right corner.

Step Five – Your Order

When you have completed your purchase, click on the “Shopping Cart” icon in the top right hand corner of the portal.

a. To view or amend your order click “View Cart”
b. Once ready to proceed with your purchase click “Checkout”

You will be presented with your final order. To proceed hit Place Order

Shopping Cart
Step Six - Checkout

To complete the Checkout screen you need to complete the below to process your order.

**Order details** – Student name and your own 6 digit “Security Pin” for order retrieval.
**Contact details** – for order delivery and if we need to contact you.
**Payment details** - Visa, MasterCard, Amex (4% surcharge) and Direct Deposit.

Once you have completed all the required fields, please click “Next”.

Checkout

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>NAME</th>
<th>QTY</th>
<th>PRICE INC GST</th>
<th>TOTAL INC GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HP 640 G1 WITH 3 YEAR AOP</td>
<td>1</td>
<td>$1,549.00</td>
<td>$1,549.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB TOTAL INC GST</td>
<td>$1,549.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHOPPING CART TOTAL INC GST</td>
<td>$1,549.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order Details

- Student Name: [Input]
- Order Pin: [Input] - Please enter a 6 digit security pin to retrieve this order.
- Order Pin Confirm: [Input] - Please confirm your security pin.

Payment Details

- Payment method: [Select]
  
  Previous  Next
Step Seven – Processing your order

You will be presented with the final summary of your order. Click  to finalise order and process payment.

NB: If you have chosen “Direct Deposit” as your payment method, record your order number as this will also be your payment reference number when processing payment. Once we have received payment into the Datacom Systems account, your order will be processed.

Checkout

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>NAME</th>
<th>QTY</th>
<th>PRICE INC GST</th>
<th>TOTAL INC GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIP 60D (I) WITH 3 YEAR ADP</td>
<td>1</td>
<td>$1,540.00</td>
<td>$1,540.00</td>
</tr>
</tbody>
</table>

Sub Total Inc GST $1,540.00
Shopping Cart Total Inc GST $1,540.00

---

Shipping Details

Address: [Details]
Australia | Freight: None

Payment Details

Direct Deposit

Please use your order number as reference for Direct Deposit to our bank, bank name: [Details], bank branch: [Details], account name: Datacom Systems (Qld), account number: [Details]. After receiving payment, your order will be processed on receipt of your payment.

Order Details

Student name: [Details]
Order Ref: [Details]

Contact Details

Contact name: [Details]
Phone: [Details]
Email: [Details]

Edit Shopping Cart Contents
Step Eight – Order confirmation

Your order has now be placed and received by Datacom Systems and you will be allocated an order number. You will also receive an email confirmation containing details of your order.

**Online order confirmation**

**Order Number 332488**

<table>
<thead>
<tr>
<th>Order Status</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQ Student Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Ordered By</td>
<td>Datacom Coop on 02-Sep-2018 at 12:33</td>
</tr>
<tr>
<td>Room/Website</td>
<td><a href="https://myschoolshop.odd.datacom.com.au/4433/kristiangrammer">https://myschoolshop.odd.datacom.com.au/4433/kristiangrammer</a></td>
</tr>
<tr>
<td>Payment Method</td>
<td>Direct Deposit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Code</th>
<th>Product Code</th>
<th>Project Name</th>
<th>Qty</th>
<th>Unit Price incl. GST</th>
<th>Total incl. GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>FE3809(C105AU)</td>
<td>FE3809(C105AU)</td>
<td>Dell Latitude E3 Education Series (E190) - Precision 557000</td>
<td>1</td>
<td>$1,600.00</td>
<td>$1,600.00</td>
</tr>
</tbody>
</table>

Sub Total Inc GST $1,600.00

**Email order confirmation**

**PENDING ORDER 334418**

<table>
<thead>
<tr>
<th>ORDER DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Ordered By</td>
</tr>
<tr>
<td>Payment Method</td>
</tr>
</tbody>
</table>

**DELIVERY AND BILLING**

| Delivery For | kirstian grammer |
| Deliver To | Kirlington Grammar School 2 Leake Rd Cammond VIC 3204 |
| Delivery Phone | |

<table>
<thead>
<tr>
<th>VENDOR CODE</th>
<th>PRODUCT NAME</th>
<th>QTY</th>
<th>PRICE INC GST</th>
<th>TOTAL INC GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>M2Q45PA</td>
<td>840 G1 - Dual Core i5 - 4210m 2.5GHz</td>
<td>1</td>
<td>$1,155.55</td>
<td>$1,155.55</td>
</tr>
<tr>
<td>UF025E</td>
<td>HP 3 year Next business day onsite with APD</td>
<td>1</td>
<td>$364.15</td>
<td>$364.15</td>
</tr>
</tbody>
</table>

Sub Total Inc GST $1,540.00

Total Inc GST $1,540.00

GST $140.00
Step Nine – Order retrieval

To retrieve your order or a copy of your email confirmation,

1. Log into the portal
2. Select “My Orders”
3. Enter the “Student Name” and “6 digit PIN” you chose at “Checkout”
4. Hit search

5. Select your order number once it appears to view order details
6. Hit “Email Confirmation” to receive a copy of your order