MySchoolShop
Information Pack

Kilvington Grammar
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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.qld.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. 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 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  kilvingtongrammar
PIN          kilvington2015

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

Add to Shopping Cart

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
- 3 Year Extended Warranty

Take advantage of the office or on the road with the durable HP ProBook 640 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 ADD</td>
<td>1</td>
<td>$1,548.00</td>
<td>$1,548.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SUB TOTAL INC GST</th>
<th>$1,548.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SHOPPING CART TOTAL INC GST</td>
<td>$1,548.00</td>
</tr>
</tbody>
</table>

Edit Shopping Cart Contents

Order Details

- **Student Name**
- **Order Pin**
- **Order Pin Confirm**

Contact Details

- **Contact Name**
- **Phone**
- **Email**

Payment Details

- **Payment method**

Previous  Next
Step Seven – Processing your order

You will be presented with the final summary of your order. Click **Place Order** 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>Hip (3D) with 3 Year ADP</td>
<td></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

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### Shipping Details

All items generalcy
2 Ltda Rd
Ormond VIC 3204
Australia

Freight: None

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### Payment Details

**Direct Deposit**

Please use your order number as reference for Direct Deposit to our bank: **Bendigo Bank: Datacom Systems (Qld)**

Bsb: 3300 00; Acc: 202273066; Your order will be processed on receipt of your payment.

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**Order Details**

Student name: Last Student
Order Ref: 123456

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**Contact Details**

Name: Last General
Phone: 133144
Email: LAST GENERAL@DATACOM.COM.AU
Step Eight – Order confirmation

Your order has now been 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 Details</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Order Status</strong></td>
<td>Pending</td>
</tr>
<tr>
<td><strong>Order By</strong></td>
<td>Datacom Coop</td>
</tr>
<tr>
<td><strong>Ordered By</strong></td>
<td>Datacom Coop on 02-Sep-2018 at 12:33</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td>Datacom Coop</td>
</tr>
<tr>
<td><strong>From Website</strong></td>
<td><a href="https://myschoolshop.aul.datacom.com.au">https://myschoolshop.aul.datacom.com.au</a></td>
</tr>
<tr>
<td><strong>Payment Method</strong></td>
<td>Direct Deposit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Price Inc GST</th>
<th>Total Inc GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL389090C102AU</td>
<td>Dell Latitude E1 Education Series (3100) - Precision N07300</td>
<td>1</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

Sub Total Inc GST | $1,550.00 |
Total Inc GST | $1,550.00 |
GST | $140.00 |

Email order confirmation

PENDING ORDER 334418

ORDER DETAILS

<table>
<thead>
<tr>
<th>Student Name</th>
<th>test student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Status</td>
<td>Pending</td>
</tr>
<tr>
<td>Ordered By</td>
<td>kirsten.garvanzy on 20-Sep-2016 at 11:58</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Direct Deposit</td>
</tr>
<tr>
<td>From Website</td>
<td><a href="https://myschoolshop.aul.datacom.com.au">https://myschoolshop.aul.datacom.com.au</a></td>
</tr>
</tbody>
</table>

DELIVERY AND BILLING

| Delivery For | Kirsten Garvanzy |
| Deliver To | Kilrington Grammar School |
| Delivery Phone | |
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