

Gleeson College Ecommerce Portal Instructions

Hello Parents,

These instructions will guide you through purchasing your child's Tablet or Notebook device, Device Insurance, and Additional Accessories. We look forward to assisting you.

Registration

To register for a user account on the Datacom Ecommerce Portal, please go to the following web site URL, which takes you to the Login page below:

Portal site link: <https://ecommerce.datacom.com.au/educationsa/account/login/>

DATACOM
ecommerce portal

Login Register

New User?
For a new login account, please [contact Datacom Systems SA Pty Ltd](#).

Lost Password?
You can have a [new password](#) emailed to you, or [contact Datacom Systems SA Pty Ltd](#).

Login

Username/Email Address

Password

Remember Me

[Forgotten your password?](#)

I accept the [Terms and Conditions](#).

Login Register

© Copyright 2014 Datacom Systems SA Pty Ltd · [Terms and Conditions](#) [Privacy and Security](#) POWERED BY Sell

Gleeson College Ecommerce Portal Instructions

Next select the “Register” button by the red arrow below:

DATAACOM
ecommerce portal

Login Register

New User?
For a new login account, please [contact Datacom Systems SA Pty Ltd](#).

Lost Password?
You can have a [new password](#) emailed to you, or [contact Datacom Systems SA Pty Ltd](#).

Login

Username/Email Address

Password

Remember Me

[Forgotten your password?](#)

I accept the [Terms and Conditions](#).

Login Register

© Copyright 2014 Datacom Systems SA Pty Ltd · [Terms and Conditions](#) [Privacy and Security](#) POWERED BY Sell

On the “Registration” page below, you must fill in the information preceded by a red dot. This information for the Parent who is making the purchase, except for the School & Student Name fields at the red arrows below, where the following School and Student information should be entered:

- School & Student Name: Enter “Gleeson College”
- Blank Field: Enter “Student Preferred Name and Student Surname”

Gleeson College Ecommerce Portal Instructions

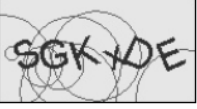
Register

Request a login account to be setup for you.

Request An Account

- Email Address*
- Confirm Email Address
- Password
- Confirm Password
- Phone
- Mobile
- Fax
- First Name
- Last Name
- School & Student Name
- Address
- Suburb
- State
- Postcode
- Country
- Terms & Conditions I accept the [Terms and Conditions](#).
- Security

Enter the security code represented in the image (CASE SENSITIVE).



* Your email address will be used as your username.

After entering the required information, select the “Submit” button, and your registration request will be sent to Datacom. Your account will typically be active in 1 business day. If you have not received a registration confirmation message after 2 business days, please contact Datacom and mention you are calling about your Gleeson College Ecommerce Portal registration, and we will assist you. We can be contacted at:

Email: SA-Sales-Support@datacom.com.au
Telephone: 08 7221 7900

Logging on to the Ecommerce Site

The first time you login to the Ecommerce site, use the username and temporary password you registered with.

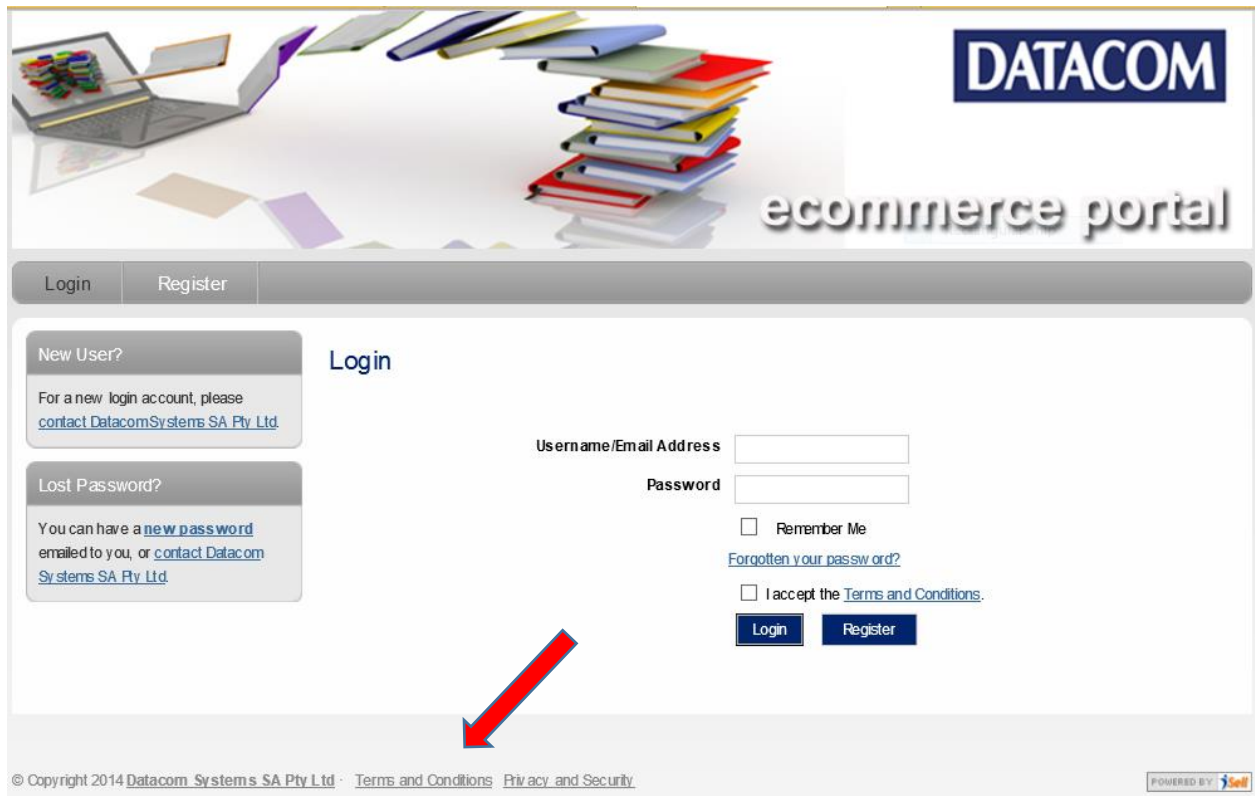
Portal site link: <https://ecommerce.datacom.com.au/educationsa/account/login/>

User name: [email address](#)
Password: [temp password](#)

Please note that you are required to accept the terms and conditions on this web site before you can complete your login.

Gleeson College Ecommerce Portal Instructions

To review these terms and conditions, please select the “Terms and Conditions” link at the red arrow below:



The screenshot shows the Datacom Ecommerce Portal login page. At the top, there is a header with the Datacom logo and the text "ecommerce portal". Below the header, there are two buttons: "Login" and "Register". The main content area is divided into several sections. On the left, there is a "New User?" section with a link to "contact Datacom Systems SA Pty Ltd". Below that is a "Lost Password?" section with links for "new password" and "contact Datacom Systems SA Pty Ltd". On the right, there is a "Login" form with fields for "Username/Email Address" and "Password". The form also includes checkboxes for "Remember Me" and "I accept the Terms and Conditions", along with "Login" and "Register" buttons. A red arrow points to the "Terms and Conditions" link in the footer.

© Copyright 2014 Datacom Systems SA Pty Ltd · [Terms and Conditions](#) [Privacy and Security](#) POWERED BY Sell

Once the following page pops up, you can review the “Datacom Ecommerce Site Terms and Conditions”

After reviewing the terms and conditions, click on your web browser’s “Back” button until you return to the Login page. If your browser opens up a new window or tab with each link selected, you can close out all these browser windows, except the Login page.

To complete your login, enter your Username and Password, and click on the check box “I accept the Terms and Conditions”, by the red arrow below, then select the “Login” button:

Gleeson College Ecommerce Portal Instructions

Purchasing Products

Once logged in, you will be taken to the Catalogue page and can select a device for purchase:



The screenshot displays the Datacom Ecommerce Portal interface. At the top, there is a banner image featuring a laptop on the left and a stack of colorful folders on the right, with the 'DATACOM' logo in a dark blue box and the text 'ecommerce portal' in a light grey font. Below the banner is a navigation bar with four tabs: 'Catalogue', 'Orders', 'My Account', and 'Logout'. The 'Catalogue' tab is selected. On the left side, there are three vertical panels: 'Basket' (stating 'Your Basket is empty!'), 'Information' (with links for 'Contact Us', 'Return Of Goods', and 'Warranty Claims'), and 'Stock Disclaimer' (stating 'Availability is provided by suppliers and cannot be guaranteed.'). The main content area is titled 'Catalogue' and contains three tabs: 'Products by Group', 'Products by Vendor', and 'Manage'. The 'Products by Group' tab is active, showing a list of six product categories: 1. [HP 430 Probook](#), 2. [HP Accessories](#), 3. [Surface Pro 3](#), 4. [Surface Pro 3 Accessories](#), 5. [Apple Air](#), and 6. [Apple Air Accessories](#).

Gleeson College Ecommerce Portal Instructions



After selecting a Device, you will be taken to the device screen where you can choose a device. Click on “Product Name” to see a detailed device description, and on the “Add” box to add to the Basket, then click on the “Add To Basket” button. See the red arrows below:



Gleeson College Ecommerce Portal Instructions

Once you select the “Add To Basket” button, you will be taken to the shopping basket page. Here you can continue shopping by selecting the “continue shopping” link shown below by the red arrow:

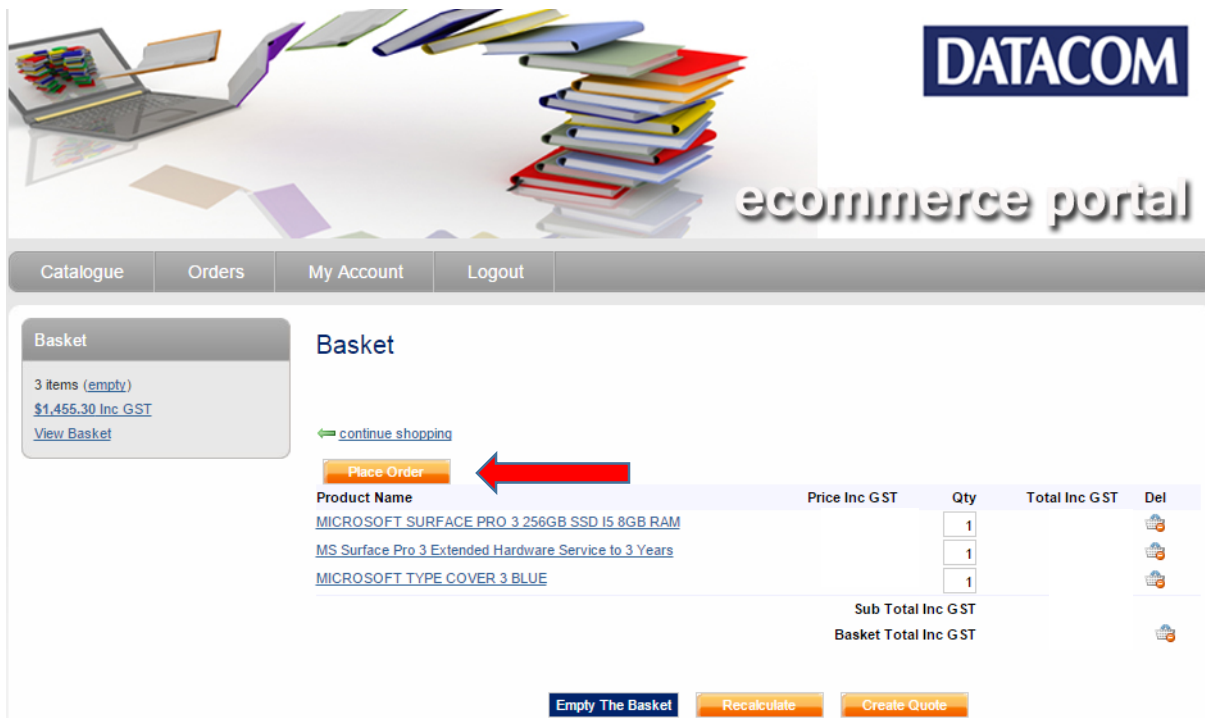


The screenshot shows the Datacom Ecommerce Portal shopping basket page. The header includes the Datacom logo and the text "ecommerce portal". A navigation bar contains links for "Catalogue", "Orders", "My Account", and "Logout". The basket summary on the left shows "1 item (empty)", "\$1,269.40 Inc GST", and a "View Basket" link. The main basket area has a "continue shopping" link with a red arrow pointing to it, a "Place Order" button, and a table with the following data:

Product Name	Price Inc GST	Qty	Total Inc GST	Del
MICROSOFT SURFACE PRO 3 256GB SSD I5 8GB RAM		1		
			Sub Total Inc GST	
			Basket Total Inc GST	

At the bottom, there are buttons for "Empty The Basket", "Recalculate", and "Create Quote".

Once you have selected all you desired items, select the “Place Order” button:



The screenshot shows the Datacom Ecommerce Portal shopping basket page with three items. The header and navigation bar are the same as in the previous screenshot. The basket summary on the left shows "3 items (empty)", "\$1,455.30 Inc GST", and a "View Basket" link. The main basket area has a "continue shopping" link with a red arrow pointing to it, a "Place Order" button with a red arrow pointing to it, and a table with the following data:

Product Name	Price Inc GST	Qty	Total Inc GST	Del
MICROSOFT SURFACE PRO 3 256GB SSD I5 8GB RAM		1		
MS Surface Pro 3 Extended Hardware Service to 3 Years		1		
MICROSOFT TYPE COVER 3 BLUE		1		
			Sub Total Inc GST	
			Basket Total Inc GST	

At the bottom, there are buttons for "Empty The Basket", "Recalculate", and "Create Quote".

You will then be taken to the Checkout page. Shipping details should auto populate with your information and Gleeson BYOD- Portal as the company. If your order looks correct, please click next.

Gleeson College Ecommerce Portal Instructions

DATACOM
ecommerce portal

Catalogue Orders My Account Logout

Basket
3 items (empty)
\$1,455.30 inc GST
[View Basket](#)

Stock Disclaimer
Availability is provided by suppliers and cannot be guaranteed.

Checkout

Order Items

Product Name	Price inc GST	Qty	Total inc GST
MICROSOFT SURFACE PRO 3 256GB SSD i5 8GB RAM		1	
MS Surface Pro 3 Extended Hardware Service to 3 Years		1	
MICROSOFT TYPE COVER 3 BLUE		1	
Sub Total inc GST			
Basket Total inc GST			

[edit Basket contents](#)

Shipping Details

- Attention To: Emma Klemm
- Company Name: Gleeson College BYOD
- Phone: 08 8282 6600
- Address: 40-50 SURREY FARM DRIVE
GOLDEN GROVES A5125 Australia

Delivery Instructions / Notes

[Previous](#) [Next](#)

You will then be sent to the Billing page where you can select your payment method, and enter your credit card details, shown below by the red arrows:

Gleeson College Ecommerce Portal Instructions

shown below by the red arrow:

Basket
3 items (empty)
\$1,455.30 Inc GST
[View Basket](#)

Stock Disclaimer
Availability is provided by suppliers and cannot be guaranteed.

Checkout

Order Items

Product Name	Price Inc GST	Qty	Total Inc GST
MICROSOFT SURFACE PRO 3 256GB SSD I5 8GB RAM		1	
MS Surface Pro 3 Extended Hardware Service to 3 Years		1	
MICROSOFT TYPE COVER 3 BLUE		1	
Sub Total Inc GST			
Basket Total Inc GST			

[edit Basket contents](#)

Billing Details

Customer PO Ref:


Company Name: Gleeson College BYOD

Contact Name: Emma Klemm


Phone: 08 8282 6600

Address: 40-60 SURREY FARM DRIVE
GOLDEN GROVE SA 5125 Australia

Payment Details

Payment method: 

Credit Card Details

Name On Card: 

Card Number:

Expiry Date: MM... / YYYY...

Card Check Value:

You will also have the option of Direct Deposit

Basket
3 items (empty)
\$1,455.30 Inc GST
[View Basket](#)

Stock Disclaimer
Availability is provided by suppliers and cannot be guaranteed.

Checkout

Order Items

Product Name	Price Inc GST	Qty	Total Inc GST
MICROSOFT SURFACE PRO 3 256GB SSD I5 8GB RAM		1	
MS Surface Pro 3 Extended Hardware Service to 3 Years		1	
MICROSOFT TYPE COVER 3 BLUE		1	
Sub Total Inc GST			
Basket Total Inc GST			

[edit Basket contents](#)

Billing Details

Customer PO Ref:


Company Name: Gleeson College BYOD

Contact Name: Emma Klemm

Phone: 08 8282 6600

Address: 40-60 SURREY FARM DRIVE
GOLDEN GROVE SA 5125 Australia

Payment Details

Payment method: 

Gleeson College Ecommerce Portal Instructions

Click next and proceed to the order confirmation page below. Select the "Place Order" button by the red arrow, and your order has been submitted!

Basket

3 Items (empty)
\$1,455.30 Inc GST
[View Basket](#)

Stock Disclaimer

Availability is provided by suppliers and cannot be guaranteed.

Checkout

Order Items

Product Name	Price Inc GST	Qty	Total Inc GST
MICROSOFT SURFACE PRO 3 256GB SSD I5 8GB RAM		1	
MS Surface Pro 3 Extended Hardware Service to 3 Years		1	
MICROSOFT TYPE COVER 3 BLUE		1	
Sub Total Inc GST			
Basket Total Inc GST			

[edit Basket contents](#)

Shipping Details

Att: Emma Klemm
Gleeson College BYOD
08 8282 6600
40-60 SURREY FARM DRIVE
GOLDEN GROVE SA 5125
Australia


Billing Details

Customer PO Ref	Gleeson College BYOD
Company Name	Emma Klemm
Contact Name	08 8282 6600
Phone	40-60 SURREY FARM DRIVE
Billing Address	GOLDEN GROVE SA 5125 Australia

Payment Details

Direct Deposit

Please use the student name as reference for Direct Deposit to our bank. Bank Name: Citibank ACC Name: Datacom Systems SA Pty Ltd BSB#: 242-000 ACC#: 231248005 Your order will be shipped on receipt of your payment.

[Previous](#) [Place Order](#) 

Thank you.