Direct staff purchasing portal

Logging In

Your Dimension Data Direct portal can be accessed via the link available from your intranet.

Click the highlighted link to create an account.

Provide your user name, first and last name, your phone number, and email address. For security reasons you may only register with your RMIT email address.

Once your registration has been submitted you will receive two emails, one will contain your Direct login details and the URL of the portal, the other will contain your initial password.

For your security, three failed login attempts will lock your account. If this occurs please contact Dimension Data on 1800 343282 or DDDirectSupport@dimensiondata.com to restore your access.

If you forget your password, enter your user name in the Reset Password field and click Email Password. Please note this will not reset a locked account; please contact Dimension Data to complete the unlocking process.
Direct staff purchasing portal

Ordering Software from Direct

Direct makes it simple to order software online.

From the Direct home screen click Bundles.

Then click Microsoft Software.

From the list of available software, select the product you require.

Upon viewing the product description and pricing, select your item and then click Add to Cart. The item will be added to your shopping cart.
Direct staff purchasing portal

Ordering Hardware from Direct

SEARCHING FOR PRODUCTS USING SEARCH BOX ON HOME PAGE

From the Direct home screen the search box to search for products. You can search by keywords, manufacturer part # or manufacturer. Using an * will allow you to perform a wildcard search.

![Search Box Example]

You can further narrow your search results by using the filters on the left hand side of your screen.

SEARCHING FOR PRODUCTS USING CATEGORIES ON HOME PAGE

From the Direct home screen select a product category. For example, if you wanted to purchase a MacBook Pro, select the MacBook category.

![Category Selection Example]

Then select MacBook Pro

![Product Selection Example]

Upon viewing the product description and pricing, select your item and then click Add to Cart. The item will be added to your shopping cart.
Direct staff purchasing portal

SEARCHING FOR PRODUCTS BY MANUFACTURER

From the Direct home screen, select Shop by Manufacturers.

Click on the required manufacturer to display their products.

THE SHOPPING CART

To proceed with your purchase, you must agree to the terms & conditions of sale by selecting check boxes at top of your Shopping Cart. Once these terms have been agreed to, you can proceed with your order by selecting Pay by Credit Card.
Direct staff purchasing portal

The Direct website is protected by banking-grade encryption so your transactions are secure. Enter your credit card details, confirm your email address, and enter your Bill To and Ship To locations.

**PLEASE NOTE:** Do not enter a PO Box for your Ship To locations. Media is delivered via Registered mail and must be signed for. Clicking Copy from Bill To will use the same address for billing and shipping.

As no responsibility can be taken for media which has been delivered and signed for, do not use a campus location for delivery of your items.

Please also note the following points to help process your payment

- Your Credit Card number should **not** contain any spaces;
- The Verification Code is the three digit code on the back of your card; and
- If you accept the Terms and Conditions of sale, tick the checkbox at the bottom of the screen and select **Place Order** (this button will only be visible when the terms are agreed to).

Upon selecting Place Order, Direct will bill your credit card for the amount specified and when complete will present a Payment Confirmation screen.

The payment receipt will also be sent to you via email, or you can print this directly from the confirmation screen presented.