

BIZGATE Receipting – Procedures for Parents

This facility is only available for Credit Cards at present.


Please ensure that you have the following available:

- Credit Card (Visa or Mastercard)
- School Invoice or Statement (If don't have an invoice or statement you will need to contact the school for your student's ED ID number)
- The same procedure applies for both School and OSHC payments.

Instructions for payment:

1. Log on to the school's website: <http://www.plymptonps.sa.edu.au>
2. Enter 'Pay your School Invoice Online Now' payment Option. The following screen appears.

Plympton Primary School



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This form allows you to make school payments.

If you are ready to proceed then click **Next**, otherwise to see how this transaction operates without making a payment or submitting your details, take it for a **Test Drive**.

Print Close Testdrive Next


If you have any questions or problems, please contact the School on (08) 8293 1227.

Government of South Australia
Department for Transport, Energy and Infrastructure

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3. Then click "Next" or take a "Test drive" if you like.
4. A new screen appears as follows:

Plympton Primary School



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ED ID *

Student's Full Name *

Invoice Number		Amount	
1.	<input type="text"/>	\$	<input type="text"/>
2.	<input type="text"/>	\$	<input type="text"/>
3.	<input type="text"/>	\$	<input type="text"/>
4.	<input type="text"/>	\$	<input type="text"/>
5.	<input type="text"/>	\$	<input type="text"/>
6.	<input type="text"/>	\$	<input type="text"/>
Other Payments (non invoiced eg voluntary payments, excursions)			
Item/Description		Amount	
	<input type="text"/>	\$	<input type="text"/>
	<input type="text"/>	\$	<input type="text"/>
Total Amount		\$	<input type="text" value="0.00"/>

5. Enter ED ID – shown on the student invoice/statement.
6. Enter Student’s Full Name.
7. Enter Invoice Number(s) and Amount(s).
If you are not paying on invoice, enter the following details under Other Payment – item name, item description and the amount.
8. The “Other Comment” box is optional, and can be used to add any further comments regarding the payment that will assist the school.
9. Click ‘Next’ – bottom right hand corner and the next screen will come up. Continue to enter information to complete each box
10. Enter Parent/Caregiver name.
11. Enter Address of Parent/Caregiver.
12. Enter Email Address (Optional).
13. Enter Telephone Number (Optional).
14. Click ‘Next’ – bottom right hand corner and next screen comes up
15. Check details you have entered and then click ‘Confirm’ – bottom right hand corner
16. Complete Credit Card details – you must include the expiry date and verification code (i.e. the 3 digit code on the back of the credit card).
17. Ensure all details are correct and click ‘Pay Now’ – bottom right hand corner.
18. A delay of 5 to 10 seconds will occur whilst the credit card details are confirmed.
19. A receipt will be shown – it is recommended that the receipt be printed for your records.
20. Click ‘Close’ to complete the transaction.

Please note: Each student and their applicable invoices will be required to be entered separately e.g. if you are paying materials and services fees for two students you will need to complete two separate transactions.