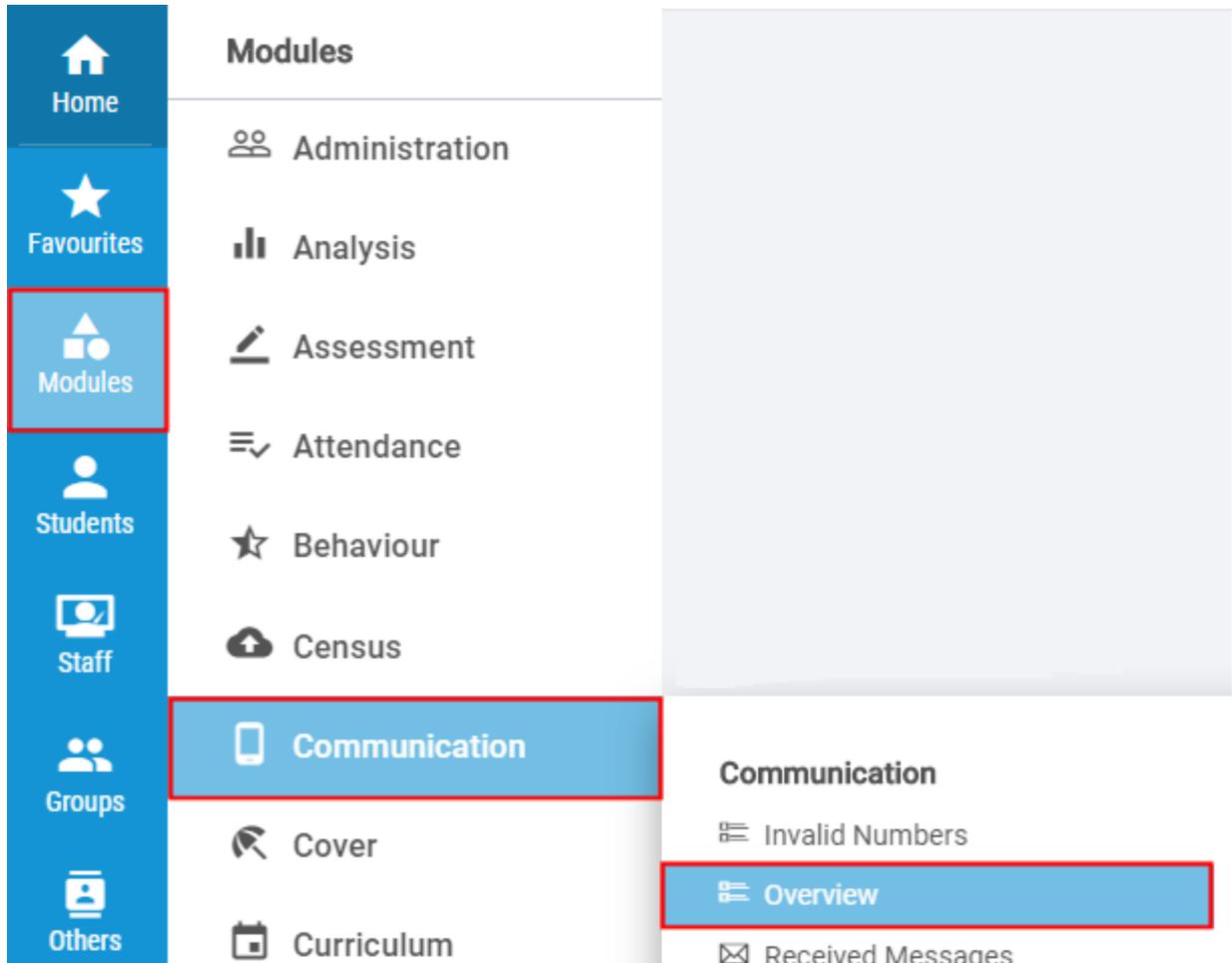


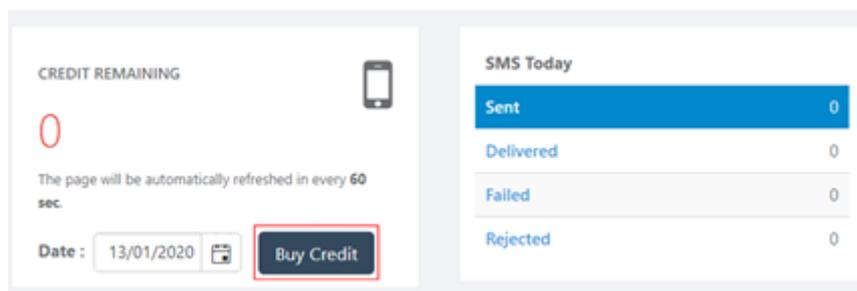
## How to Purchase SMS Messages

Use the following process to purchase **SMS Credits**.

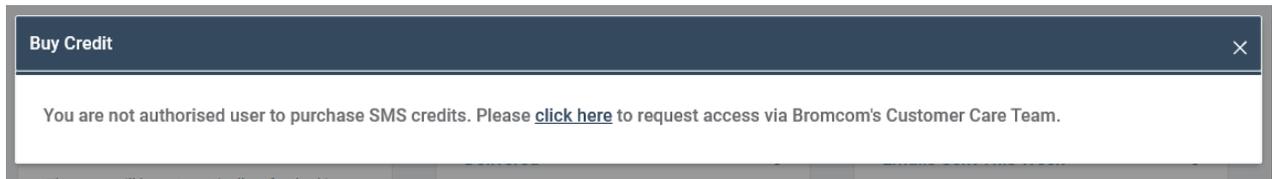
Select **Modules > Communication > Overview** from the **Sidebar Menu**.



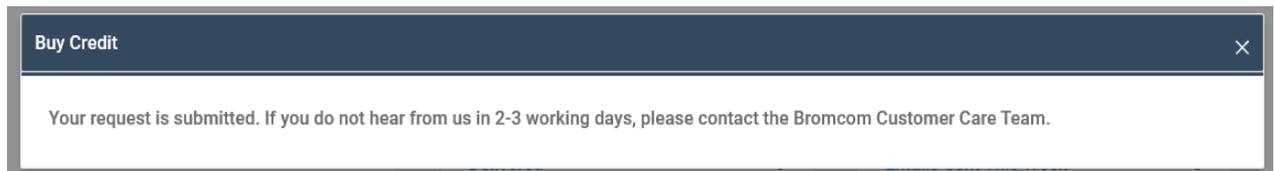
Then click on the **Buy Credit** button from the **Credit Remaining Widget**.



To purchase **SMS Credits** you have to be an **Authorised User**. If you are not a **Authorised User** a pop-up message will be displayed asking you to click on a link.



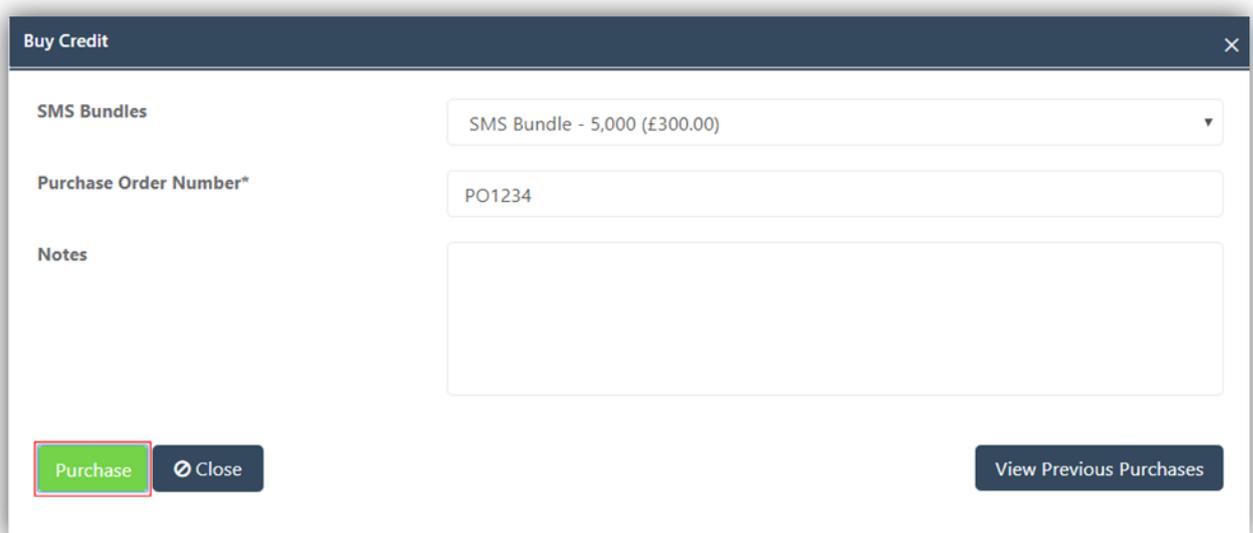
Clicking on the link will send a request to our **Customer Care Team**.



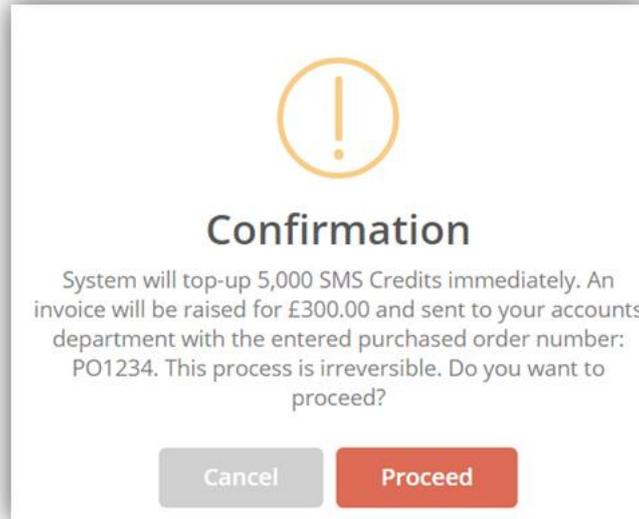
They will authorise your account and you will receive a confirmation email. If you have not heard back within 2-3 days, please contact [customer-care-team@bromcom.com](mailto:customer-care-team@bromcom.com)

### Purchasing Texts

Once you are **Authorised** clicking on the **Buy Credit** button will display the **Buy Credit** page, select the number of **SMS Texts** required from the **SMS Bundles** dropdown menu, enter a **Purchase Order Number**, add **Notes** if required and click on the **Purchase** button.

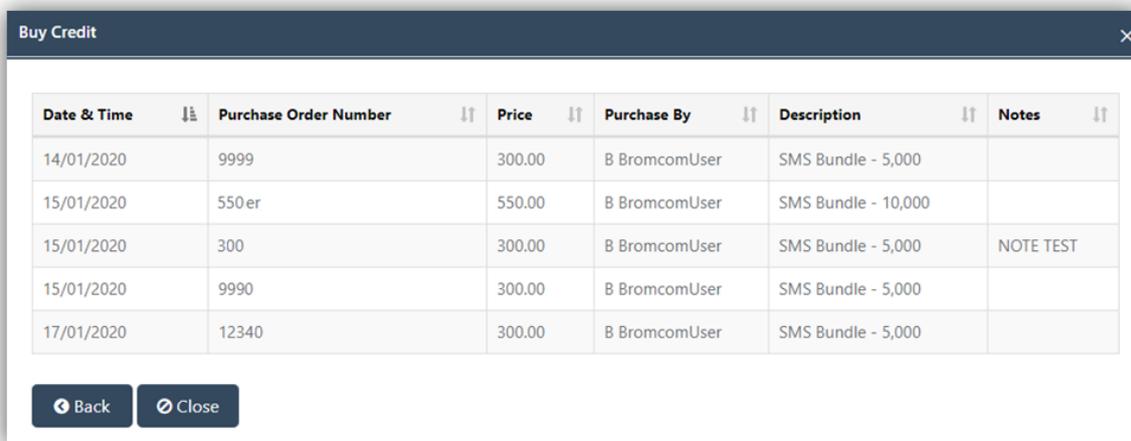


A **Confirmation** message will be given, with the number of **SMS Texts** selected, the **Total** and **Purchase Order Number**. If you want to go ahead click on the **Proceed** button.



**Note:** The process is irreversible, if you are not sure, click the **Cancel** button.

To view previous purchases click on the **View Previous Purchases** button.



A screenshot of a "Buy Credit" window showing a table of purchase records. The table has columns for Date & Time, Purchase Order Number, Price, Purchase By, Description, and Notes. Below the table are "Back" and "Close" buttons.

Date & Time	Purchase Order Number	Price	Purchase By	Description	Notes
14/01/2020	9999	300.00	B BromcomUser	SMS Bundle - 5,000	
15/01/2020	550er	550.00	B BromcomUser	SMS Bundle - 10,000	
15/01/2020	300	300.00	B BromcomUser	SMS Bundle - 5,000	NOTE TEST
15/01/2020	9990	300.00	B BromcomUser	SMS Bundle - 5,000	
17/01/2020	12340	300.00	B BromcomUser	SMS Bundle - 5,000	

### Purchasing Texts for a MAT or Central Team

If you are a **Trust** or **Central Team** that needs to purchase **SMS Texts** on behalf of schools you will need to email [orders@bromcom.com](mailto:orders@bromcom.com) with the **Purchase Order Number**. We will add these to the **Central Pool**. Users with access to the **Central Pool** can then re-assign these to the schools.

If you want a **Central Pool** setup please contact [customer-care-team@bromcom.com](mailto:customer-care-team@bromcom.com).



## If you cannot access the MIS

If you are unable to order **SMS Texts** from the MIS please email a **Purchase Order** to [orders@bromcom.com](mailto:orders@bromcom.com).

## Cost of Texts

Current G-Cloud Prices

<i>SMS Messaging</i>	Message Bundle
SMS Bundle 5,000	£300
SMS Bundle 10,000	£550
SMS Bundle 25,000	£1,250
SMS Bundle 50,000	£2,000
SMS Bundle 75,000	£2,850
SMS Bundle 100,000	£3,600
SMS Bundle 150,000	£5,100
SMS Bundle 250,000	£8,000
SMS Bundle 300,000	£9,300
SMS Bundle 500,000	£15,000

