

Then, select the type of registration you wish. It is very important that you follow the instructions within the registration/ product description. This description may differ depending on the type of registration you pick. You can add a registration to your cart using the "Add to Cart" button (check "Web store – image 2").

Web store – image 2

The screenshot shows the University of Coimbra web store interface. At the top, there is a navigation bar with the university logo and name. Below this is a banner image of a laboratory setting. The main content area features a product listing for "IVCHB 2013: student ISHS member registration" priced at 300.00€ (discounted from 350.00€). The product description includes instructions for bank transfers and a note about providing correct data for receipts. A green plant logo represents the "VIII International Symposium on In Vitro Culture and Horticultural Breeding". The page also includes a left sidebar with a "Categories" list, a right sidebar with a "Shopping Cart" (showing 1 item for 15.00€), "Notifications", "Share Product" options, "Reviews" section, and "Languages" (English and Portuguese).

While checking your cart, you will have to indicate the amount of registrations for each one of the types you picked (check "Web store – image 3"). After confirming the content of your shopping cart you should click on the "Checkout" button to proceed.

Web store – image 3

The screenshot displays the 'What's In My Cart?' page of the University of Coimbra's online store. At the top, the university's logo and name are visible. Below the header, there's a navigation bar with links for 'Cart Contents (1)', 'Checkout', 'My Account', and 'Log Off'. The main content area is divided into several sections:

- Categories:** A list of categories with item counts: (2) e-learning (1), Events-> (30), Fees (5), Publications, _Closed_> (45), and Tickets.
- Quick Find:** A search bar with the prompt 'Use keywords to find the product you are looking for.' and an 'Advanced Search' button.
- What's New?:** A section for new products, currently showing 'C.IBAM - General Fee without Dinner' for 90.00€.
- Information:** Links for 'Shipping & Returns', 'Privacy Notice', 'Conditions of Use', and 'Contact Us'.
- What's In My Cart?:** The central section showing one item: 'IVCHB 2013: student ISHS member registration' for 300.00€. It includes a quantity selector (set to 1), an 'Update' button, and a 'remove' link. A 'Sub-Total: 300.00€' and a 'Checkout' button are also present.
- Shopping Cart:** A summary table showing the item and its price.
- Bestsellers:** A list of ten popular items, including various registration fees and general fees.
- Specials:** A section for special offers, currently showing 'L. Curso suporte básico'.

DELIVERY INFORMATION:

On this tab you must fill in the required data in the “Add Comments About Your Order”, namely your ISHS or APH membership number, in case you picked the corresponding membership registration (check “Web store – image 4”).

Web store – image 4

The screenshot shows the 'Delivery Information' step of a checkout process on the University of Coimbra's online store. The page features a header with the university's logo and name, a navigation bar with links like 'Cart Contents (1)', 'Checkout', 'My Account', and 'Log Off', and a breadcrumb trail: 'Top » Catalog » Checkout » Shipping Method'. The main content area is titled 'Delivery Information' and includes a 'Shipping Address' section with a 'Change Address' button and a 'Shipping Address:' box containing the address: 'João Silva, Rua Sílvio Lima, Coimbra, 3030-790, Portugal, NIF: 111111111'. Below this is an 'Add Comments About Your Order' section with a text input field and a 'Continue' button. The page also has several sidebars: 'Categories' (listing items like e-learning, Events, Fees, Publications, Tickets), 'Quick Find' (with a search bar), 'What's New?' (listing 'C.IBAM - General Fee without Dinner 90.00€'), and 'Information' (with links for Shipping & Returns, Privacy Notice, Conditions of Use, Contact Us). On the right side, there are sections for 'ONLINE STORE IMPRENSA' and 'ONLINE STORE REDE UC', a 'Shopping Cart' showing '1 x IVCHB 2013: student ISHS member registration' for 300.00€, 'Bestsellers' (a list of 10 items), and 'Specials' (listing 'EWDC - General Fee'). A progress bar at the bottom indicates the current step is 'Delivery Information', followed by 'Payment Information' and 'Confirmation'.

PAYMENT INFORMATION:

This tab gives you information on the paying method. You can use one of two methods: bank transfer or paypal (check "Web store – image 5"). Feel free to add any comments concerning the payment.

Then you have to indicate if either you need a receipt (confirmation from University of Coimbra that you paid) or an invoice. You should only pick the "invoice" option in case an organization is to pay for your registration. Check with them if an invoice is required before ordering.

It's also important you make sure that you leave us your correct data for the receipt/ invoice. This includes your name, fiscal number and billing address or your organization's name, VAT number and billing address, depending on who is supporting your registration.

Web store – image 5

The screenshot shows the 'Payment Information' page of the University of Coimbra's online store. The page is titled 'Payment Information' and includes several sections:

- Navigation:** Top navigation bar with 'Top >> Catalog >> Checkout >> Payment Method'. Right-side navigation includes 'Cart Contents (1)', 'Checkout', 'My Account', and 'Log Off'.
- Categories:** A sidebar menu with categories like 'e-learning (1)', 'Events-> (30)', 'Fees (5)', 'Publications', '_Closed_-> (45)', and 'Tickets'.
- Quick Find:** A search bar with the prompt 'Use keywords to find the product you are looking for.' and an 'Advanced Search' button.
- What's New?:** A section showing 'General Fee 150.00€'.
- Information:** Links for 'Shipping & Returns', 'Privacy Notice', 'Conditions of Use', and 'Contact Us'.
- Payment Information:**
 - Billing Address:** A section with a 'Change Address' button. The address is: João Silva, Rua Sílvio Lima, Coimbra, 3030-790, Coimbra, Portugal, NIF: 111111111.
 - Confirmation:** A message: 'Please confirm that all the necessary information, including VAT numbers, are correctly entered for invoice purposes.'
 - Payment Method:** A section with the instruction 'Please select the preferred payment method to use on this order.' and two radio buttons: 'PayPal (including Credit and Debit Cards)' and 'Bank Transfer Payment - Portugal'.
 - Add Comments:** A text area for 'Add Comments About Your Order'.
 - Mail Preference:** Radio buttons for 'I wish to receive by mail: Only a receipt (proof of payment)' and 'Invoice'.
 - Confirmation:** A checkbox: 'I confirm that both the billing address and the shipping address are correct and may be used for the issue of invoice and/ or receipt.'
 - Buttons:** 'Continue' and a progress bar at the bottom showing 'Delivery Information', 'Payment Information', and 'Confirmation'.
- Right-Side Widgets:**
 - Online Store Logos:** 'ONLINE STORE IMPRENSA' and 'ONLINE STORE REDE UC'.
 - Shopping Cart:** Shows '1 x IVCHB 2013: student ISHS member registration' for 300.00€.
 - Bestsellers:** A list of 10 items, including 'HC - Registration Standard', 'HC - Registration Student', 'IIJPP - Student fee', 'WCT - Registration Fee', 'Directions in Matrix Theory 2011 - Registration Fee', 'Members of the GRUDIS and ADCES', 'CNTS - Inscrição para público em geral', 'XXIENAA 2011 - General Fee', and '4- General Fee'.
 - Specials:** A section with a logo and 'IVCHB 2013: student ISHS member registration' for 350.00€ (with a 50.00€ discount) and 300.00€.

ORDER CONFIRMATION:

On the "Confirmation" tab you will have to confirm your data. If you picked the bank transfer option you will also get the bank data (NIB/ IBAN) by email (from gf@uc.pt), but only after completing your order by clicking in the "Confirm Order" button (check "Web store – image 6").

In case you picked the paypal method, then you will skip this phase and will be automatically redirected to the paypal system page.

Web store – image 6

The screenshot shows the 'Order Confirmation' page of the University of Coimbra's online store. The page is divided into several sections:

- Header:** University of Coimbra logo and name in Portuguese (UNIVERSIDADE DE COIMBRA) and English (UNIVERSITY OF COIMBRA). A banner image shows students in a library.
- Navigation:** 'Top » Catalog » Checkout » Confirmation'. Utility links: 'Cart Contents (1)', 'Checkout', 'My Account', 'Log Off'.
- Left Sidebar:**
 - Categories:** (2), e-learning (1), Events-> (30), Fees (5), Publications, _Closed_-> (45), Tickets.
 - Quick Find:** Search box with 'Advanced Search' link.
 - What's New?** D.IBAM - General Fee with Dinner 103.00€.
 - Information:** Shipping & Returns, Privacy Notice, Conditions of Use, Contact Us.
- Main Content:**
 - Order Confirmation:** Shipping Information, Delivery Address (João Silva, Rua Silvio Lima, Coimbra, 3030-790, Portugal, NIF:), Products (1 x IVCHB 2013: student ISHS member registration, 300.00€), Billing Information (Billing Address: João Silva, Rua Silvio Lima, Coimbra, 3030-790, Portugal, NIF: 111111111; Payment Method: Bank Transfer Payment - Portugal; Sub-Total: 300.00€, Total: 300.00€).
 - Warning:** 'Por favor verifique que todos os dados necessários, incluindo o NIF, para a emissão e envio de factura e/ou recibo se encontram correctamente preenchidos.'
 - Payment Information:** Bank Transfer Payment - Portugal.
 - Instructions:** 'If you chose to pay by bank transfer, you will receive the bank details of University of Coimbra by email.' 'Your order will be generated in the Web Store of University of Coimbra as soon as you receive an email with an order number as well as a description of the ordered products. If you dont get this email within 24 hours, that means no order was generated. In that case, please email University of Coimbra Financial Services: gf@uc.pt.' 'Please, send an email to gf@uc.pt with a bank statement or an ATM receipt. This document must contain data on the value and the date of the transfer as well as the account number from which the transfer was made. Also, this document is mandatory so the services may properly identify your payment. No receipt shall be issued until we receive it.'
- Right Sidebar:**
 - Shopping Cart:** 1 x IVCHB 2013: student ISHS member registration, 300.00€.
 - Bestsellers:** List of 10 items including registration fees and general fees.
 - Specials:** C. Alunos de pré-graduação de outras instituições, 31-25€ (25.00€).
 - Reviews:** There are currently no product reviews.
- Footer:** 'Confirm Order' button and navigation tabs: 'Delivery Information', 'Payment Information', 'Confirmation'.

FINAL NOTES:

- a) If you picked the bank transfer option, please be so kind to send an email to gf@uc.pt with proof of payment. Also, if this document doesn't include it, please make sure you send your account number (NIB/IBAN) as well. It's crucial to identify your transfer.
- b) If you ordered at least one of the student's registration, you will have to send proof of your status by e-mail to jorgecan@ci.uc.pt (Professor Jorge Canhoto) with the subject "Student's proof - IVCHB 2013".