

# Step-by-step booking instructions (pay by invoice)

The conference booking site is designed for payment by credit/credit card. Options to 'pay by invoice' are for schools where card payment is not possible. Please pay by card where possible.

## Important:

**Ask your school/organisation finance team to help with this online booking.** For 'pay by invoice' options, the person making the booking will need:

- i. Permission from the relevant budget holder
- ii. A purchase order number, i.e. a reference code that guarantees payment when the invoice arrives. (If your school/organisation does not use a purchase order system, please give the name of the relevant budget or budget holder instead.)
- iii. The official name and address of the school/organisation, as it is registered with the bank.

When the online booking is complete, an invoice will be sent to school for payment of the full amount within 30 days.

## How to book:

1. Right-click to open the conference [booking site](#)<sup>1</sup> in a new window. **Click 'Book Event'**.

The screenshot shows the IOE website interface. At the top left is the IOE logo with the text 'Leading education and social research Institute of Education University of London'. At the top right are navigation links: 'Prospective students', 'Journalists', 'Alumni', 'IOE jobs', and a footer with 'Home | IOE Portal | Library | Contact us | Accessibility'. Below the header is a navigation menu with 'Home', 'Product Catalogue', 'Conferences & Events', 'Short Courses', and 'Help & Information'. A search bar is located below the navigation menu. The main content area shows a breadcrumb trail: 'Home > Conferences & Events > Confucius Institute > Conferences'. Below this is a 'Conferences' section with two event listings. The first listing is for the '12th Annual Chinese Conference for Schools 2015' (12<sup>th</sup> June 2015 – 13<sup>th</sup> June 2015) and includes a 'Book Event' button with a dropdown arrow. A yellow arrow points to this button. The second listing is for 'Exhibitor Booking - 12th Annual Chinese Conference for Schools 2015' (12<sup>th</sup> June 2015 – 13<sup>th</sup> June 2015) and also includes a 'Book Event' button.

<sup>1</sup> Booking site: <https://store.ioe.ac.uk/browse/product.asp?compid=1&modid=2&catid=58>

## 2. Login or register for a new account. (Note: For student number write 'N/A')

The screenshot shows the top navigation bar with 'Help', 'My Account', and 'Shopping Basket' (Items: 0 £0.00). Below is the 'Login / Register' section. It features a 'New Customer' box with a registration link, a 'Login' box with fields for 'Email Address' and 'Password', and a 'Forgotten Your Password?' box with an 'Email Address' field. A search bar is visible on the left side of the page.

## 3. Scroll down to the 'Pay by invoice' options and (5-7) and select the item you require. Click 'Continue'.

Note:

- It is not possible to select more than one item at a time. Conference dinner places can be added before checkout.
- Reduced rates (优惠价) are for part-time, retired or primary school staff only.
- Student rates (学生价) are for full-time students or unemployed only.
- Standard rates (标准价) apply for all other delegates.
- To pay by card instead, select options (1-4)

The screenshot shows the '12th Annual Chinese Conference for Schools 2015' page. It features a 'Package Option' section and a 'Delegate Categories' section. The 'Delegate Categories' section lists seven options, all marked with radio buttons. A 'Continue' button is visible at the bottom right. A user notification at the top right states 'Hi, you are logged in as Julia, if you are not Julia, please click here'.

Option	Description	Price
5.1	Pay by Invoice - Full-time teachers/other: Standard 2-day package (Fri. and Sat.)	~ £270
5.2	Pay by Invoice - Full-time teachers/other: Standard Day 1 only (Friday)	~ £140
5.3	Pay by Invoice - Full-time teachers/other: Standard Day 2 only (Saturday)	~ £140
6.1	Pay by Invoice - Part time/retired reduced 2-day package (Fri. & Sat.)	~ £150
6.2	Pay by Invoice - Part time/retired Reduced Day 1 only (Friday)	~ £80
6.3	Pay by Invoice - Part time/retired reduced Day 2 only (Saturday)	~ £80
7.1	Pay by Invoice - Conference Dinner & Excellence Awards	- £30.00

4. Complete the 'Delegate Details' and 'Delegate Address' sections for the person attending the conference. **Click 'Continue'**.

Note:

- 'Use my Customer Details' (grey button) – This can save you time typing the same address, etc. Remember to edit the names and email address if you are booking on someone else's behalf.
- 'Email Address' – The address for all event correspondence, e.g. booking confirmation, joining instructions, etc.
- 'Delegate Address' – School address may be used.

The screenshot shows a web interface for booking a delegate. At the top, it says "Hi, you are logged in as Julia, if you are not Julia, please [click here](#)". Below this are navigation tabs: "Package Option", "Delegate" (highlighted in green), "Questionnaire", and "Summary". The main heading is "12th Annual Chinese Conference for Schools 2015".

The "Delegate Details" section has a "Use my Customer Details" button. It contains the following fields:

- Title\* (dropdown menu, currently showing "Please select")
- First Name\* (text input)
- Last Name\* (text input)
- Contact Telephone Number\* (text input)
- Email Address\* (text input)
- Company / Organisation (text input)
- Job Title (text input)

The "Delegate Address" section contains:

- Country\* (dropdown menu, currently showing "United Kingdom")
- Postcode\* (text input)

At the bottom right of the form is a green "Continue" button with a right-pointing arrow.

5. Complete the 'Delegate Information' and 'If you are paying by invoice' section. **Click 'Continue'**.

The screenshot shows the "Delegate Information" section of the web form. At the top, it says "Hi, you are logged in as Julia, if you are not Julia, please [click here](#)". Below this are navigation tabs: "Package Option", "Delegate", "Questionnaire" (highlighted in green), and "Summary".

The "Delegate Information" section contains the following fields:

- Do you have any specialist dietary requirements?  
e.g. allergies  
N/A (dropdown menu)
- Do you have any mobility requirements?  
e.g. unable to use stairs.  
N/A (dropdown menu)
- What is your job/role?  
Other (please state below) (dropdown menu)
- Job if other (above)?  
Project Officer (text input)

\*\* Please ask your finance team for the details in the 'paying by invoice' section (see notes on the next page). \*\*

**If you are paying by invoice.**

Please enter your purchase requisition or purchase order number.\*

**Organisation to Invoice.\***

**Address.\***

[Continue](#)

**Note:**

- 'Requisition or Purchase Order number' – If your school/organisation does not use a purchase order system, please give the name of the relevant budget or budget holder instead.
- 'Organisation to invoice' and 'Address' – Enter the official name and address of the school/organisation, as they are registered with the bank. (The details you type in the form will automatically appear in the invoice document – for this reason the details need to match the ones registered with the relevant bank account.)

**6. If you wish to add a Conference Dinner place, or book for another colleague, click 'Add Delegate'. If not, click 'Add to Basket' to continue (skip to step 8).**

**Navigation**

- Home
- Product Catalogue >
- Conferences & Events >
- Short Courses >
- Help & Information >

Search this Site

Hi, you are logged in as **Julia**, if you are not Julia, please [click here](#)

Package Option
Delegate
Questionnaire
Summary

[Cancel Booking](#)

**Booking Summary**

**12th Annual Chinese Conference for Schools 2015**


12<sup>th</sup> June 2015 - 13<sup>th</sup> June 2015 Total £270.00  
 Booking Ref:15CC12323

[View Pending Booking](#)

**Attendees**

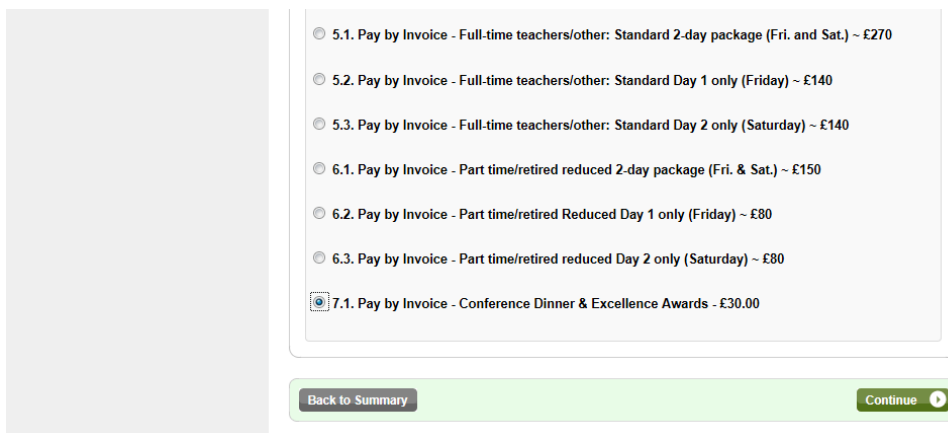
- Naomi Li [Remove](#) [Edit](#)

[Add Delegate](#)
[Add to Basket](#)



## Dinner bookings

7. To add a Conference Dinner place (for Friday evening), scroll down and **select option 7.1** from the list and **click 'Continue'**.



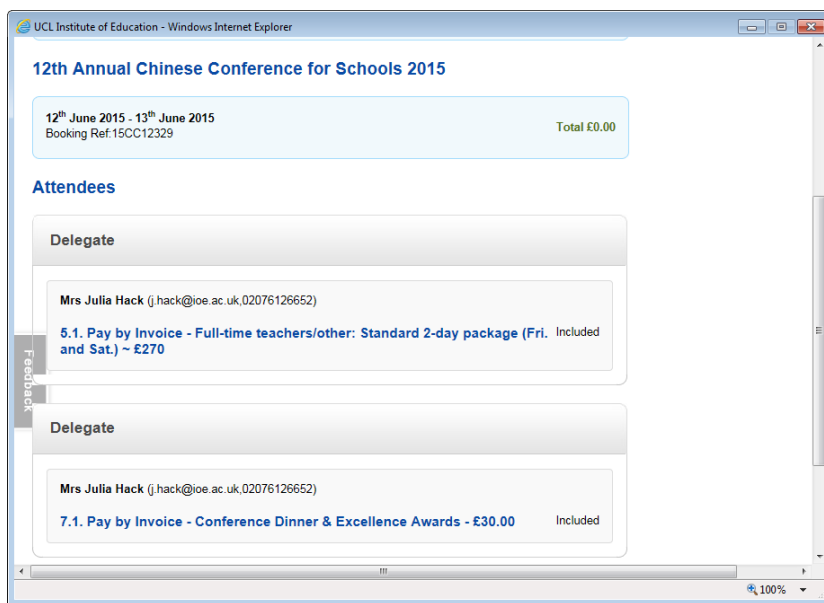
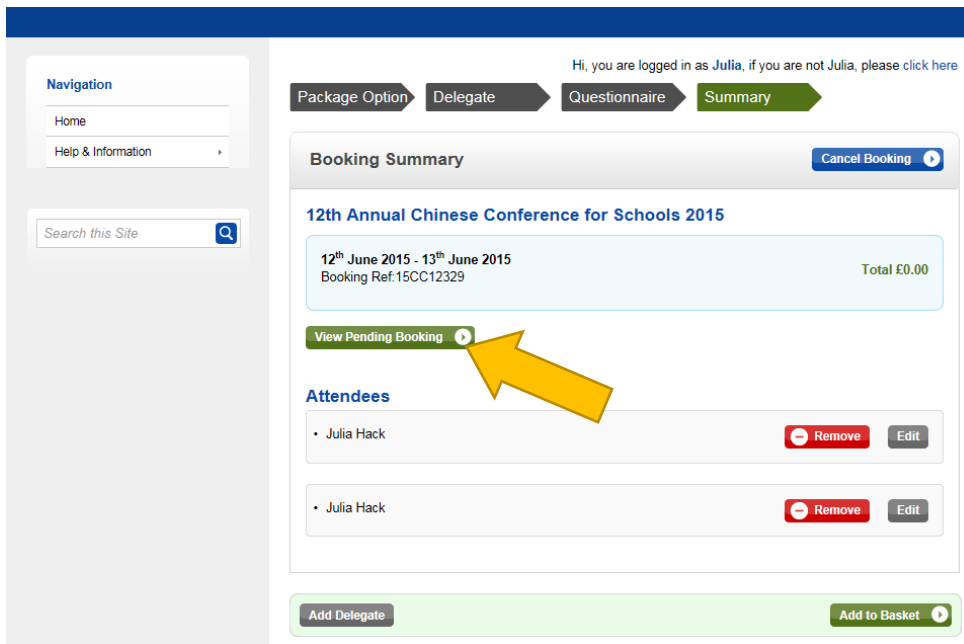
The screenshot shows a list of seven dinner booking options, each with a radio button. Option 7.1 is selected. Below the list are two buttons: 'Back to Summary' and 'Continue'.

- 5.1. Pay by Invoice - Full-time teachers/other: Standard 2-day package (Fri. and Sat.) ~ £270
- 5.2. Pay by Invoice - Full-time teachers/other: Standard Day 1 only (Friday) ~ £140
- 5.3. Pay by Invoice - Full-time teachers/other: Standard Day 2 only (Saturday) ~ £140
- 6.1. Pay by Invoice - Part time/retired reduced 2-day package (Fri. & Sat.) ~ £150
- 6.2. Pay by Invoice - Part time/retired Reduced Day 1 only (Friday) ~ £80
- 6.3. Pay by Invoice - Part time/retired reduced Day 2 only (Saturday) ~ £80
- 7.1. Pay by Invoice - Conference Dinner & Excellence Awards - £30.00

[Back to Summary](#) [Continue](#)

**\*\* You will need to repeat steps 4 and 5 as before (see previous page). \*\***

8. Click 'View Pending Booking' to check the details in a pop-up window.



**Why is the total £0.00?**

If you select a 'Pay by invoice' option, the final balance will appear as '£0.00'. Your invoice will be posted out shortly and will include the correct amount owed.

This does not apply for card payment options.

This pop-up window can be closed in order to complete the booking.

9. Repeat steps 6 and 7 to add any additional conference attendees, then **click 'Add to Basket'** to complete the booking.




## 10. Click 'Proceed to Checkout' to continue.

Hi, you are logged in as [Julia](#), if you are not Julia, please [click here](#)

[? Help](#) [My Account](#) [Shopping Basket](#) **Items: 1 £0.00**

[Clear Basket](#)

[Continue Shopping](#) [Proceed to Checkout](#)

Item	Quantity	Unit Price	Total Cost
<b>Conferences &amp; Events</b>			
 <b>12th Annual Chinese Conference for Schools 2015</b> Booking Ref:15CC12329 12 <sup>th</sup> June 2015 - 13 <sup>th</sup> June 2015 Julia Hack Julia Hack	<a href="#">Remove Event</a> <a href="#">Edit Booking</a>	£0.00	£0.00
<b>Delivery</b>			<b>£0.00</b>
<b>Total Before VAT</b>			<b>£0.00</b>
<b>VAT</b>			<b>£0.00</b>
<b>Total</b>			<b>£0.00</b>

[Continue Shopping](#) [Proceed to Checkout](#)

## 11. Enter details for the 'Delivery Address' and click 'Continue'.

Note:

- 'Delivery Address' – Use your billing address.
- 'Free transaction' – An invoice will be sent shortly. Payment will be due within 30 days after the invoice arrives.

Hi, you are logged in as [Julia](#), if you are not Julia, please [click here](#)

[Login / Register](#) [Delivery & Payment](#) [Review & Confirm](#)

**✓ Delivery Address** [Edit Section](#)

**20 Bedford Way: 20 Bedford Way, London, London, WC1H 0AL, United Kingdom**  
**Delivery Cost £0.00**

**✓ Payment Method**

Free Transaction

Please confirm your order on the next screen [Continue](#)

## 12. Check the details and read the Terms and Conditions...

Hi, you are logged in as Julia, if you are not Julia, please [click here](#)

[Login / Register](#) [Delivery & Payment](#) [Review & Confirm](#)

**Your order is not complete until you Confirm Your Order**  
By clicking 'Confirm Your Order' you confirm that you have read and agreed to our [Terms & Conditions](#) [Confirm Your Order](#)

Item	Quantity	Unit Price	Total Cost
<b>Conferences &amp; Events</b>			
12th Annual Chinese Conference for Schools 2015 Booking Ref:15CC12329 12 <sup>th</sup> June 2015 - 13 <sup>th</sup> June 2015 Julia Hack <a href="#">View questionnaire(s)</a> Julia Hack <a href="#">View questionnaire(s)</a>	1	£0.00	£0.00
<b>Delivery</b>			<b>£0.00</b>
<b>Total Before VAT</b>			<b>£0.00</b>
<b>VAT</b>			<b>£0.00</b>
<b>Total</b>			<b>£0.00</b>

... Then click 'Confirm Your Order'.

[Help & Information](#)

**Your order is not complete until you Confirm Your Order**  
By clicking 'Confirm Your Order' you confirm that you have read and agreed to our [Terms & Conditions](#) [Confirm Your Order](#)

## 13. Click 'Pay Now'.

An invoice will be sent shortly. Payment will be due within 30 days after the invoice arrives.

**Your order is not complete until you Confirm Your Order**  
By clicking 'Pay Now' you confirm that you have read and agreed to our [Terms & Conditions](#) [Pay Now](#)

## 14. 'Thank you' screen.

**Thank You**

**Your order is complete and you have now been logged out. Thank you Julia for shopping at the UCL Institute of Education.** [Print](#)

Order Number: IOE26007 Date: 19 Feb 2015

Item	Quantity	Unit Price	Total Cost
<b>Conferences &amp; Events</b>			
12th Annual Chinese Conference for Schools 2015 Booking Ref:15CC12329 12 <sup>th</sup> June 2015 - 13 <sup>th</sup> June 2015 Julia Hack Julia Hack	1	£0.00	£0.00
<b>Delivery</b>			<b>£0.00</b>
<b>Total Before VAT</b>			<b>£0.00</b>
<b>VAT</b>			<b>£0.00</b>
<b>Total</b>			<b>£0.00</b>



15. Check your inbox (and spam box if necessary) for the **booking confirmation** email.

Note:

- Booking confirmation emails are sent automatically to the delegate, using the address provided in the 'Delegate Details' section.

**Julia Hack**

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From: chinesenetworks@ioe.ac.uk  
Sent: 19 February 2015 12:35  
To: Julia Hack  
Subject: 12th Annual Chinese Conference Booking

Thank you for booking your place at the 11th Annual Chinese Conference. You have booked the following:

**Booking Confirmation**

Thank you for your booking, please find confirmation of your details below.

**Booking Details**

Reference	150012329
Date	19 Feb 2015
Name	Julia Hack
Net Total	£0.00
VAT Total	£0.00
Total	£0.00

**Event Details - 12th Annual Chinese Conference for Schools 2015**

Location	UCL Institute of Education
Date	From: 12 Jun 2015 to 13 Jun 2015
Attendees:	
Mrs Julia Hack, j.hack@ioe.ac.uk (00781266S2)	
5.1. Pay by Invoice - Full-time teachers/other: Standard 2-day package (Fri. and Sat.) ~ £270	£0.00
Mrs Julia Hack, j.hack@ioe.ac.uk (00781266S2)	
7.1. Pay by Invoice - Conference Dinner & Excellence Awards - £30.00	£0.00

Further event details (including how to get here) will be sent to you nearer the date. Please note: if you have chosen to pay by invoice the financial balance in your online booking confirmation will be £0. Your invoice will be posted out shortly and will include the correct amount owed.

**Why is the total £0.00?**

If you select a 'Pay by invoice' option, the final balance will appear as '£0.00'. Your invoice will be posted out shortly and will include the correct amount owed.

This does not apply for card payment options.

If your booking confirmation email appears to be missing, please allow 24 hours and check your spam box too.

Any queries? Contact Julia c/o chinesenetworks@ioe.ac.uk