

Guidance for making payment for RSSR 2017 via the Newcastle University WebStore

Please note that the WebStore should only be used for B2B (Business-to-Business) transactions, and not for payments from individual delegates where a company is not paying on their behalf.

On the WebStore you will also have to make your RSSR registration payment in pounds sterling (GBP). To keep this simple we have established roughly equivalent GBP rates for participation at RSSR. These are as follows:

700 euros = 600 GBP; 600 euros = 515 GBP

550 euros = 475 GBP; 450 euros = 385 GBP

75 euros = 65 GBP; 70 euros = 60 GBP

Thus, before moving to the WebStore you will need to determine your equivalent total payment requirement in GBP.

For UK B2B payments use [this payment page](#)

For EU B2B payments use [this payment page](#)

For International B2B Payments use [this payment page](#)

The screenshot displays the Newcastle University WebStore interface. At the top right is the Newcastle University logo. Below it, the 'WebStore' title is visible. The navigation menu on the left includes links for Home, Product Catalogue, Conferences & Events, Short Courses, and Help & Information. A search bar is located below the navigation menu. The main content area shows the breadcrumb trail: Home > Product Catalogue > Other Goods & Payments > Miscellaneous Products. The product title is 'RSSR 2017 - International B2B Payments'. The product image is the Newcastle University crest. The 'Amount (£)' input field is set to '0.00', with an orange arrow pointing to it from the right. Below the input field is a quantity selector (set to '1') and an 'Add to Basket' button. The 'Description' section contains the following text: 'This page should be used to be make payments for the RSSR 2017 conference. Please enter the GBP amount to be paid in the box above, and then add to your basket. You will receive an official VAT receipt within a few days of payment.' Below the description is a 'Detailed Description' section with the link: 'Main Conference Page: <https://conferences.ncl.ac.uk/rssrail/>'. The footer contains contact information for the Newcastle University Finance Office and copyright information for 2010 Newcastle University.

The payment page has a free type payment box. In this box input the amount you need to pay in GBP. If you wish to pay for multiple delegates please input the **total**

amount that needs to be paid in GBP for all delegates to attend. You **DO NOT** need to adjust the quantity, this should remain at 1. Once you have input the correct amount in GBP, click the 'add to basket' button.

On the following page please list all the delegates you are paying conference fees for, to ensure that we can allocate your payment.

WebStore 

Navigation

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

All Departments

Questionnaire

In the text box below, please provide the names of the delegates you are paying conference fees for in this transaction.*

Katy Martin
Jill Parsons

Next

Managed by Newcastle University Finance Office
NE1 7RU, United Kingdom
webstorehelp@ncl.ac.uk

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You will then be directed to your shopping basket; please check that the total amount payable is correct before proceeding.

WebStore 

[? Help](#) [My Account](#) [Shopping](#) Items: 1 £100.00

Shopping Basket [Clear Basket](#)

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

Item	Quantity	Unit Price	Total Cost
Product Catalogue			
 RSSR 2017 - International B2B Payments Product code:RSSR17/Int View/Edit questionnaire(s)	- 1 + Remove	£100.00	£100.00
		Delivery	£0.00
		Total Before VAT	£100.00
		VAT	£0.00
		Total	£100.00

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

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NE1 7RU, United Kingdom
webstorehelp@ncl.ac.uk

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When you proceed to check out you will be asked to set up a WebStore account if you are a new WebStore Customer. Setting up a new account does not take long; we only require a few basic details in order to set the account up. After this you will be asked to input your card details and confirm the card billing address in order for the transaction to be processed.

If your payment has been successful you will receive an order reference number beginning with UON. An email confirmation of payment will be sent highlighting your order details and your order number. You will then receive a VAT receipt by email within 2-3 working days.

If you believe you have made payment but have not received an email with an order reference number please contact the WebStore team at webstorehelp@ncl.ac.uk so we can check the status of your order.