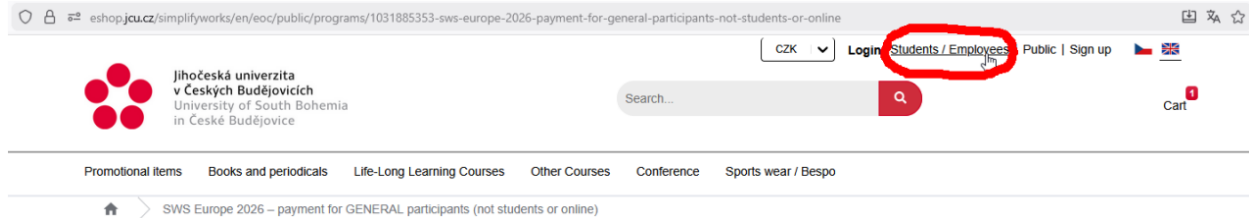
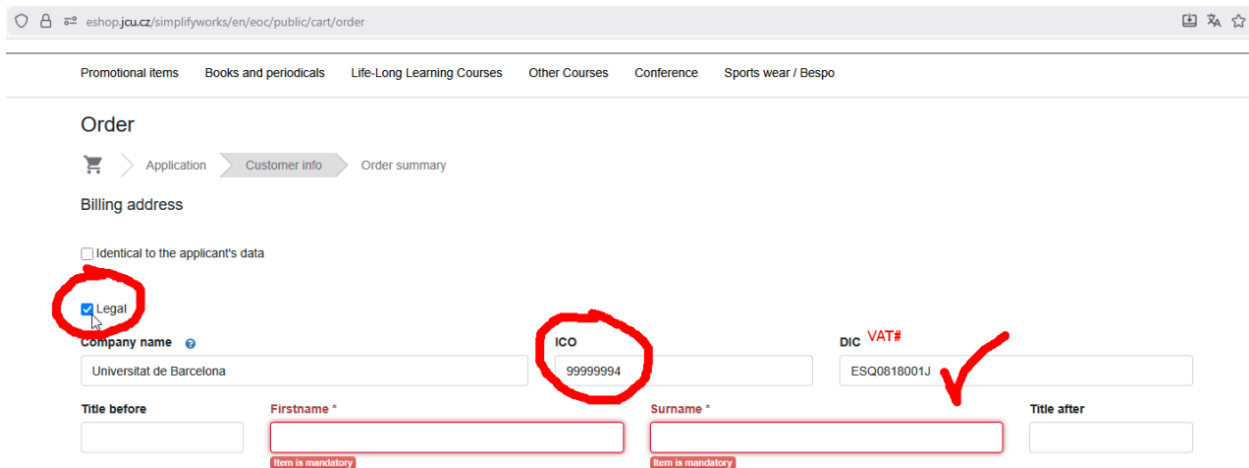


## A brief guide to using the University of South Bohemia's (USB) e-shop

If you are a USB employee or student, **log in** before selecting your registration option:



If you need an invoice issued to your institution (such as a university or company), you must check the "Legal" box (card **Customer info**):



The screenshot shows the 'Customer info' form in the e-shop. The form is titled 'Order' and has a progress bar with 'Application', 'Customer info', and 'Order summary'. The 'Billing address' section has a checkbox for 'Identical to the applicant's data' which is unchecked. The 'Legal' checkbox is checked and circled in red. The 'Company name' field contains 'Universitat de Barcelona'. The 'ICO' field contains '99999994' and is circled in red. The 'DIC VAT#' field contains 'ESQ0818001J' and has a red checkmark. The 'Firstname' and 'Surname' fields are marked as mandatory with red text 'Item is mandatory'. The 'Title before' and 'Title after' fields are empty.

Then there are two bugs in the system that need to be overcome:

1. If you are a Czech participant, enter your institution's ID number (IČO). Otherwise, enter the number **99999994** in this mandatory field.
2. Enter your organization's **VAT ID number in the DIC field** (in Europe, the number begins with a country code). This field is not mandatory, but be sure to fill it in if you are from an EU country.

We apologize for these shortcomings and the overall lack of clarity in the USB online store – it's currently undergoing an evolution!