

# TRANSLATION OF THE WEBPAGE DIBS

DIBS is not primarily meant to be used by international students for adding credit to their accounts. However, it still seems to work for many European students. If you are experiencing issues, please note that you simply might not be able to use this online service! If that is the case you will have to buy a Voucher from Student Services Centre or from the University Library's reception instead.

Firstly, not shown here, you have to make sure that you are adding credit to the right account. Your ORU account will be showing on the screen. Below your ORU account username you can choose which amount you want to add. In this manual we will show what it looks like when one has selected to add 50 kr (SEK).

## STEP 1:

You may skip the first part. It requires you to have a Swedish personal identity number but international students do not necessarily have one. A personal identity number with a “T” will not be recognized by the webpage and therefore you must skip this part to be able to continue.

Adress och betalning

E-postadress

Postnummer

Landskod +46 Mobilnummer

Personnummer [Skippa](#)

Nytt kort

Kortnummer

Utgär (mm/åå) CVC [Hjälp](#)

Kom ihåg mitt kort

GODKÄNDA KORT

**Betala 50 kr**

Genom att klicka på "Betala" accepterar jag användarvillkoren och villkoren för att handla hos Ricoh Sverige AB. [Personliga inställningar](#)

Click "Skippa" again to confirm that you wish to skip adding a personal identity number.

Är du säker?

Du kan fortsätta utan personnummer och betala med kort, men du kommer inte att ha möjlighet att betala med faktura eller göra delbetalningar senare.

[Skriv in](#)

[Skippa](#)

## STEP 2:

Enter your information in all required fields (the red text indicates that the field is required).

Please note that you must enter a mobile phone number and a country code. The field is limited to a certain amount of digits meaning your phone number from your country might not fit. Depending on which bank or confirmation service you use to confirm online payments this could hinder you from continuing! If that is the case you will have to buy a Voucher from Student Services Centre or from the University Library's reception instead.

### Translation of the fields in the following screen shot:

*E-postadress* = E-mail address

*Postnummer* = Postal code

*Landskod* = Country code

*Mobilnummer* = Mobile phone number

*Förnamn* = First name

*Efternamn* = Last name

*Adress* = Street address

*Lägg till c/o* = Add a c/o ("care of") address

*Land* = Country. Please note that you must add your country in Swedish! Please ask for help if you do not know your country's name in Swedish.

*Stad* = City

*Kortnummer* = Debit card number

*Utgår (mm/åå)* = Card expire date (month/year)

*CVC* = Card Security Code (CVC for Mastercard or CVV for Visa)

*Kom ihåg mitt kort* = Remember my card (not required nor recommended)

*Betala XX Kr* = Add XX SEK

The screenshot shows a payment form with two main sections. The left section, titled 'Adress och betalning', contains several input fields: 'E-postadress', 'Postnummer', 'Landskod' (with '+46' entered), 'Mobilnummer', 'Förnamn', 'Efternamn', 'Adress', and 'Land' (with 'Sverige' entered). Red text 'Detta är ett nödvändigt fält' is present below several fields. The right section, titled 'Nytt kort', includes a 'Kortnummer' field, 'Utgår (mm/åå)' and 'CVC' fields, and a 'Kom ihåg mitt kort' checkbox. Below these is a 'GODKÄNDA KORT' section with Mastercard and Visa logos. A large blue button labeled 'Betala 50 kr' is positioned below the card information. At the bottom, there is a disclaimer: 'Genom att klicka på "Betala" accepterar jag användarvillkoren och villkoren för att handla hos Ricoh Sverige AB. Personliga inställningar'.

### **STEP 3:**

Confirm your payment with the bank or confirmation service you are currently using.

### **STEP 4:**

Review your account balance in the Papercut print portal by selecting *Summary* in the left menu. Check again in a minute if it still has not updated.