How to order **IEA Statistics Package**
*Corporate and non-academic institutions*

Open the [product page on the IEA website](https://www.iea.org)

Click on ‘Subscribe’:

Select the appropriate licence:
- ‘1 location’ if all end-users are in the same place of business
- ‘Multiple locations if end-users are in different places of business’
Click on ‘Add to cart’

To finalise your order; click on ‘Check out’

Check the Compliance box:

Enter your billing and delivery information in ‘Billing’ and ‘Delivery’ sections

If you have a PO reference for your order, you can enter it in the dedicated field (this can also be done at a later stage.)

We accept payment by credit card (online payment – immediate access) or by bank transfer (bank details provided on the invoice – access is activated as soon as your payment is confirmed.)

**Payment by credit card** (Visa, Mastercard, American Express)

Select ‘Instant access’ in the Payment section:
Click on ‘Pay now’:

Enter your credit card details.
The order is validated immediately and the licence is activated.
The final invoice is available in the order details (Orders).
The licence details are visible in your account (Licences).

**Payment by bank transfer**

Select ‘Deferred payment’ in the Payment section:

Click on Place order’:

The invoice (with our bank details) is sent to you by email. It is also available in the order details (Orders).

**IMPORTANT:**

- payment should be made to beneficiary ‘OECD’ (any other beneficiary will result in the rejection of your payment)
- make sure to mention the invoice reference on your payment for easier and faster identification
- any bank charges should be debited from your account and not deducted from the invoiced amount: we need to receive the full invoiced amount.

The order is validated and the licence activated as soon as your payment is confirmed by our Accounts Dept. (this generally takes 2-5 business days.)
Once your order is completed, you will receive a confirmation email with access instructions.

To register end-users on the licence, open the licence details in your IEA account (Licences)

Click on ‘View licence’:

Click on ‘Assign to myself’ if you wish to register yourself on the licence to access the service
Click on ‘Assign user’ to register a different user (you will be prompted for the user’s email address)

Registered users will receive an automatic email with access instructions.
After creating an IEA account (if they don’t already have one), they will be able to access the service from their account (Products.)