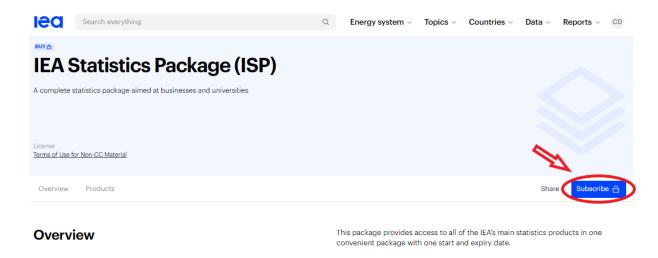
# How to order *IEA Statistics Package*Subscription agents

Make sure the 'Subscription agent' user profile is associated with your IEA account (How to request the Agent user profile)

Open the product page on the IEA website

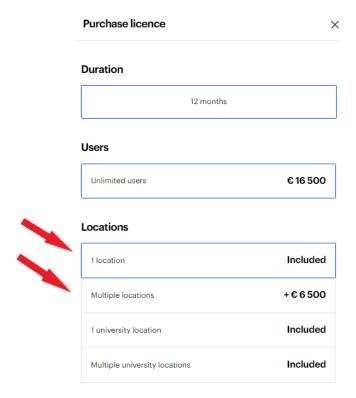
Click on 'Subscribe':



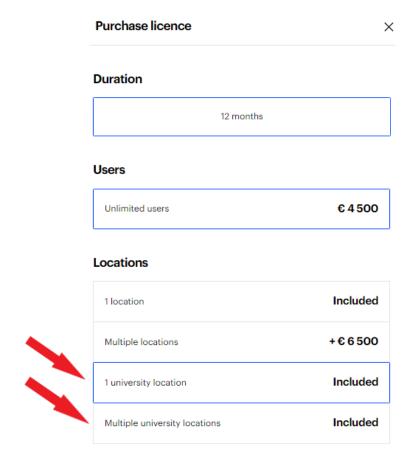
We offer two types of licences:

- '1 location' if all end-users are on the same site
- 'Multiple locations if end-users are on different sites

If you are ordering for a corporate or non-academic client, you should select a standard licence:



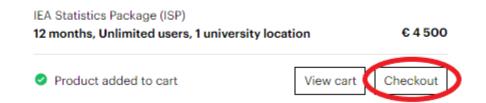
If you are ordering for an academic institution, you should select a 'University' licence:



Click on 'Add to cart'



To finalise your order; click on 'Check out'



#### Check the Compliance box:



Enter your billing details in the 'Billing' section and your client's details in the 'Delivery' section (this is very important as we need to know who your final client is for compliance purposes.)

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.)

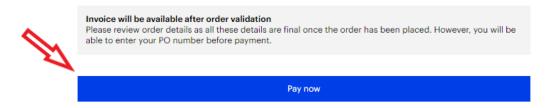
We accept payment by credit card (online payment – immediate access) or by bank transfer (bank details provided on the invoice – access is activated as soon as your payment is confirmed.)

### <u>Payment by credit card</u> (Visa, Mastercard, American Express)

Select 'Instant access' in the Payment section:



## Click on 'Pay now':



Enter your credit card details.

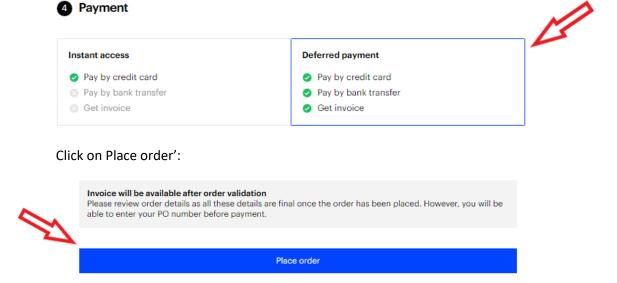
The order is validated immediately and the licence is activated.

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:



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

#### **IMPORTANT:**

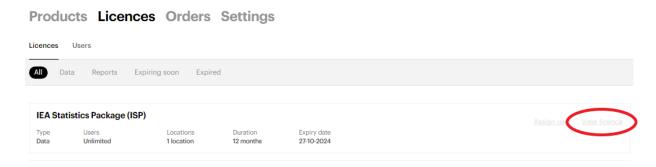
- payment should be made to beneficiary 'OECD' (any other beneficiary will result in the rejection of your payment)
- make sure to mention the invoice reference on your payment for easier and faster identification
- any bank charges should be debited from your account and not deducted from the invoiced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

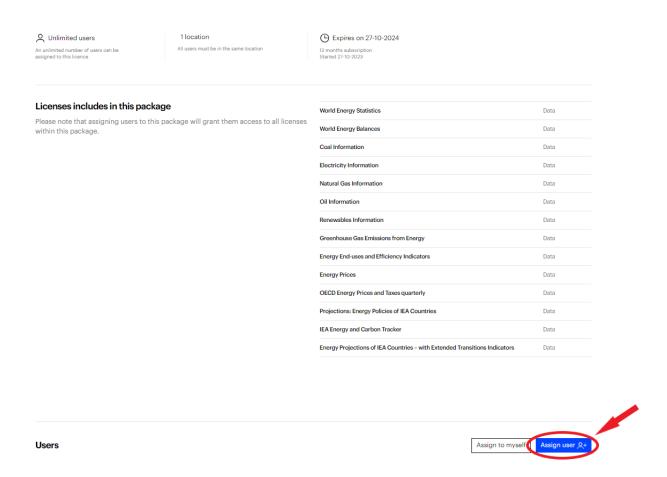
To register end-users on the licence, open the licence details in your IEA account (<u>Licences</u>)

Click on 'View licence':



Click on 'Assign user' to register each user individually (you will be prompted for the user's email address)

## **IEA Statistics Package (ISP)**



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 (<u>Products.</u>)