## **Creation of an order**

# afcen

1. Do you have any account ? If not, create an account on https://www.afcen.com/en 2.Select the product(s) of your choice, subscription or hard copy (edition and language), and add to the cart. 3. Click on "order" to access and check your cart

Are you AFCEN member ? Contact publications@afcen.com to obtain the reduction code

### 4. Click on the button "order"

5. A new page will appear. There are 4 or 5 steps to follow depending on the format chosen :

5.	
✓ Your Information	🧨 edit
Addresses	🧨 edit
Shipping Method	🧨 edit
✓ Message	🧨 edit
5 Payment	

a) Check your information

b) Enter your billing address and delivery address

c) For the paper publications, the shipping method is displayed

d) Possible to enter your internal purchase order number and/or a message about your order

e) Three payment methods :

\* Check

\* Bank transfer

Credit card

Your order is saved !

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#### **Delivery :**

2.

Language:

French

FREE

3.

All orders will be shipped upon receipt of your payment. Paper format : delivery by UPS within 10 days. Format PDF or subscription : delivery by mail of the download keys