

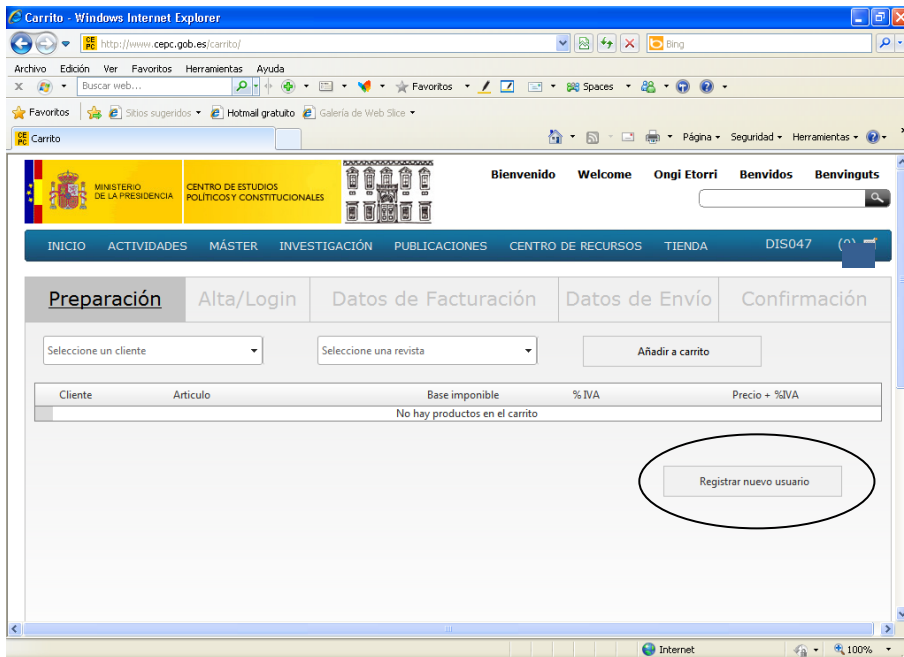
## INSTRUCTIONS FOR DISTRIBUTION COMPANIES

### NOTE:

You need a special username to operate in this virtual library. If you don't have one, please contact the subscription department ([suscripciones@cepc.es](mailto:suscripciones@cepc.es)). You will receive a username and a password to be recognized as distributor by the system

### Purchasing process

1. Log in with your special "Usuario" (username) code, which starts with DIS.
2. On this screen you have to click on "Registrar nuevo usuario" to enter data for a new customer.



3. Here you have to fill in the following fields:

Nombre /Denominación: your company name

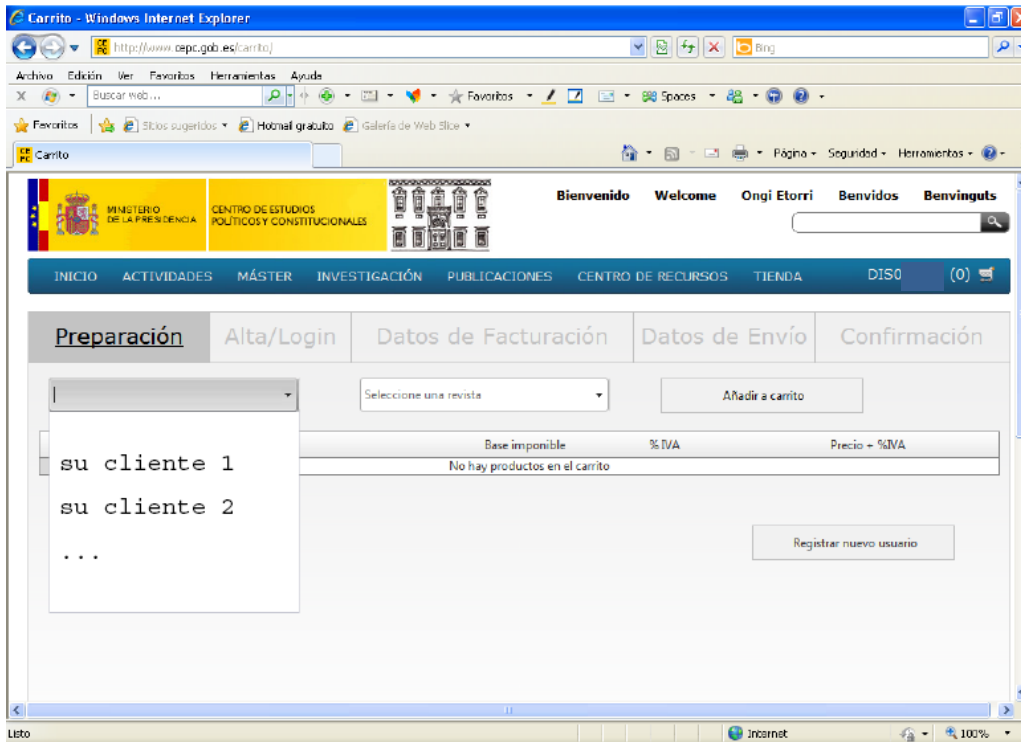
Usuario: you have to create a Username for your customer

e-mail: your company e-mail

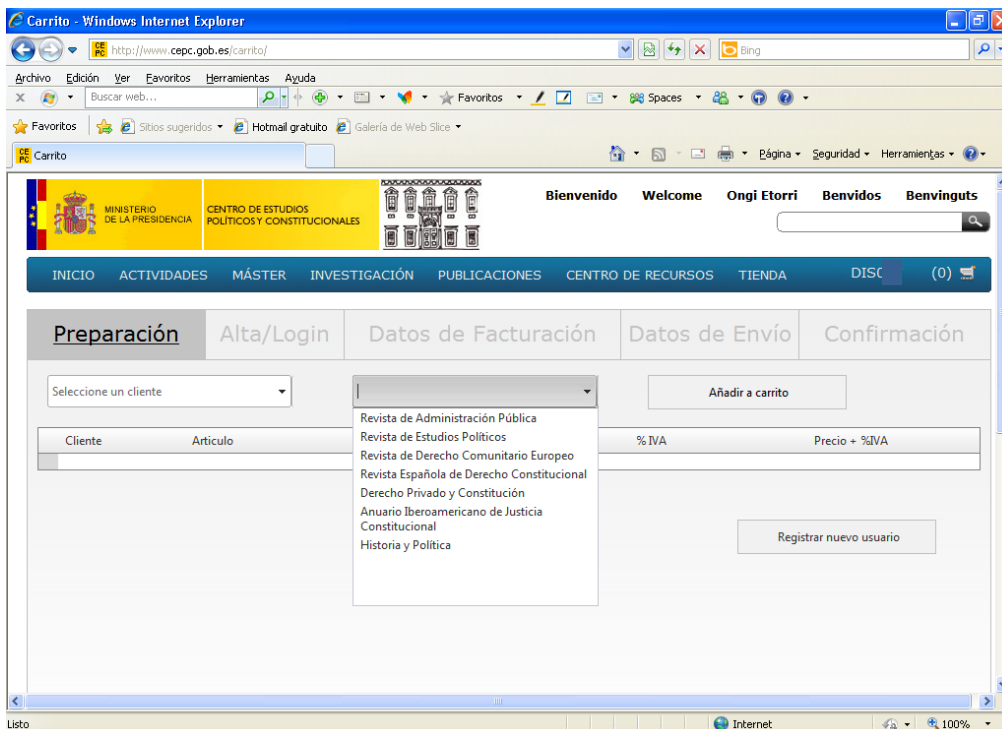
Contraseña: you have to create a Password for your customer

### Exemple:

4. Once you have created a username, you have to return to the first page, then click on “Seleccione un cliente” and select one of them. This drop menu contains the usernames for all your customers.

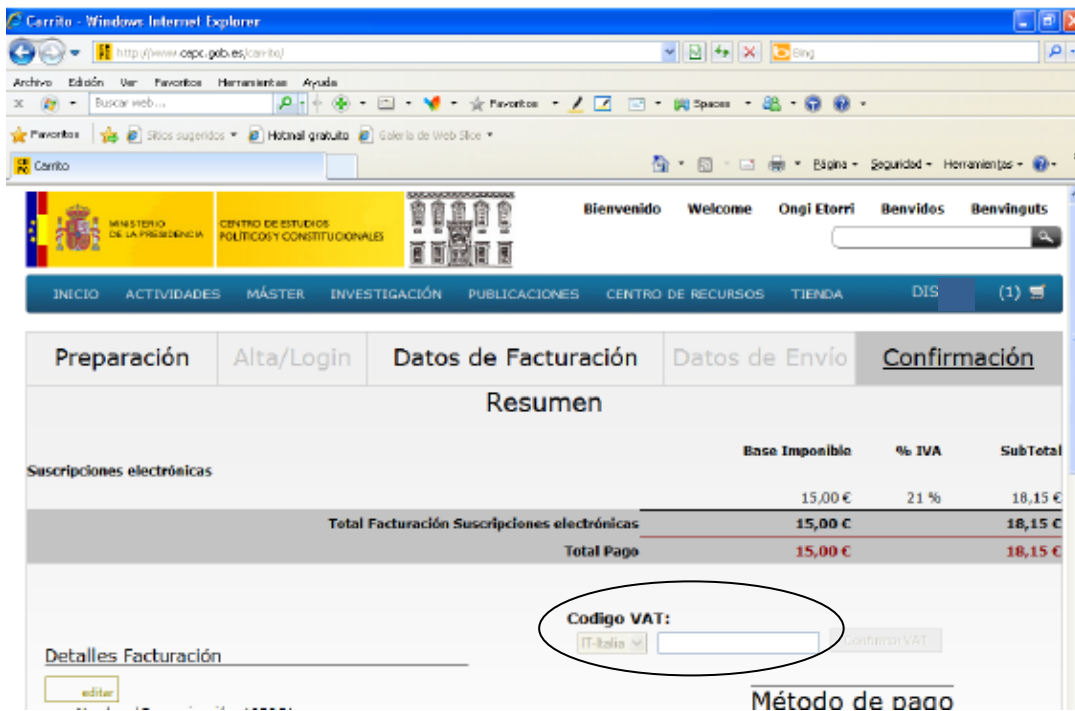


5. Click on “Seleccione una revista” and select the journal required by your customer.



6. Click on “Añadir al carrito” and finish the purchase

**IMPORTANT:** if you have a VAT number, please make sure you enter it at this point, before your payment, as shown in this picture.



**REMEMBER:**

You have to communicate the User Name and the Password to every customer in order for them to access.