

## SUBSCRIPTION ORDER FORM

**Rates 2019**

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A 10% discount on the rate excluding postage is granted to Members of the Association of Subscription Agents.

To register, complete the form below and follow the steps for registration detailed overleaf.

Please send completed forms to: The British Institute of Non-Destructive Testing, Midsummer House, Riverside Way, Bedford Road, Northampton NN1 5NX, UK.

Subscriber's name: ..... Date: .....

Subscriber's address: ..... Address for journal (if different): .....

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Subscriber's tel: ..... Subscriber's fax: .....

Subscriber's email address: .....

**Contact details during business hours (if different from above):**

Tel: ..... Email: .....

See over for IngentaConnect registration

Method of payment – please tick a, b, c or d:

- ☐ (a) **A sterling cheque** (drawn on a UK Bank)
- ☐ (b) **A US Dollar cheque**
- ☐ (c) **Credit Card** (If you would like to pay by credit card, please provide a telephone number or email address in the space provided above and we will contact you during business hours to process the credit card payment)
- ☐ (d) **Direct Debit** (UK subscribers only – please complete details below)

REMITTANCE MUST ACCOMPANY THIS FORM FOR PAYMENTS BY CHEQUE

### INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

Please fill in the form and send to:

The British Institute of Non-Destructive Testing

Midsummer House, Riverside Way, Bedford Road, Northampton NN1 5NX, UK

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of Account Holder(s)

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Bank/Building Society Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch Sort Code

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Originator's Identification Number

9	4	0	2	4	4
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Reference number

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**Instruction to your Bank or Building Society**

Please pay the British Institute of NDT Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this Instruction may remain with the British Institute of NDT and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

#### IMPORTANT: Data Protection

BINDT will store and use the information given on this form only for the purpose for which it has been provided. Your personal details and any other data you provide to BINDT will not be passed on to a third party without your permission.

BINDT would like to contact you from time to time to let you know about its other services that may be of interest, such as special offers and discounts, events and new products. If you are happy to be contacted by BINDT, please indicate by ticking the box below:

**I am happy for BINDT to contact me with information that may be of interest** ☐

You can subscribe or unsubscribe at any time, simply let us know.



This guarantee should be detached and retained by the Payer.

#### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, the British Institute of NDT will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the British Institute of NDT to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by the British Institute of NDT or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when the British Institute of NDT asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify the British Institute of NDT.

# Insight Online – IngentaConnect Registration

## Institutional registration and subscription activation on IngentaConnect

If your institution does not already hold an IngentaConnect registration, you can register and activate your institutional journal subscriptions by going to: <https://www.ingentaconnect.com/register/institutional>

The whole process involves five simple steps and should take you no more than five minutes.

Please have the following information available before you begin:

- As administrator, your basic contact details
- Your library/institution's name and address – please make sure you enter your postcode/zipcode
- IP address/range for your institution if you wish to be IP-recognised to access subscribed content.

### **Step 1 – Institutional and administrator contact details**

You will need to enter your organisation's name and address, and provide an administrator contact name and email address.

### **Step 2 – Authentication**

Authentication details: How do you want to access the publications you are subscribed to?

Access to IngentaConnect can be set up in two ways. You may choose one or both methods of authentication:

- IP address/range (users accessing from computers within an IP range defined by the site administrator)
  - You may need to consult your network administrator for this information. For more than one IP address or range, insert a semicolon between each, for example: 78.123.456.789;78.456.567.765-768
- User name and password. This will be the shared login for general student/staff access.

### **Step 3 – Administrator sign-in**

This will be the login to access the administrator home page. From here you can create payment accounts, set up subscription access, view statistics, sign up for alerting, change administrator or authentication details and configure library branding. The administrator user name must be different from the shared user name created in the previous step.

Once all details are complete, tick the box after 'I agree to Ingenta's terms and conditions' and select the 'Register' button.

### **Step 4 – Confirmation of registration**

The confirmation screen will provide you with your IngentaConnect customer ID number. This is your registration ID – please provide this number whenever you contact IngentaConnect as this will allow us to bring up your registration details immediately.

### **Step 5 – Set up subscriptions**

You can now click on the link 'Set up subscriptions' to add your institutional subscriptions.

Search for or browse to the journal title(s) you subscribe to.

Enter your publisher subscription/customer/membership number in the box provided to the right of the publication title and tick the box to the left of the publication title.

Click the 'Add' link at the top or bottom of the journal list.

You will then receive an on-screen confirmation message that your request has been received. Requests for access will be validated by the publisher or their agent, and confirmation will be emailed to you at the address you supplied as part of the registration process. Once access has been verified, the publication title will appear in your current subscriptions list.

In the future, to request access to any further titles, go to [www.ingentaconnect.com](http://www.ingentaconnect.com) and log in with your administrator user name and password. Once logged in, you will be on the IngentaConnect administrator home page where you can select the link 'Set up subscriptions' to activate access to new subscriptions. You will need to search for the publication title and then enter your subscription/customer/membership number before submitting the request. The request will be sent to the publisher for verification and you will be emailed when access has been enabled.

## **Subscription agent activation on behalf of the publisher**

To arrange for your subscription agent to set up access on your behalf, please access [www.ingentaconnect.com](http://www.ingentaconnect.com) and log in using your administrator user name/password. Next, select the link 'Activate your access using your Subscription Agent' and check the box next to the name of your agent. Your agent will receive notification that you wish for them to activate your subscription access.