

Step-by-step instructions for purchasing *Debating Global Society* on www.ibs.it*

** You must use this website (in Italian only) for delivery outside of Italy.*

- Go to **www.ibs.it**.
- In the white text box at the top of the page, **type in the title of the book** and hit “**Cerca**” (Find). You will be taken to the next page.
- The title of the volume will appear. Now hit the green button at lower right, “**Metti nel Carrello**” (Add to Shopping Cart) and you will be taken to the next page.
- This is your “Carrello Prodotti” (Shopping Cart). You must now indicate – by checking the box on the left marked “**Copie**” – the number of copies of the volume that you want to purchase (the default number is 1). Now hit the blue button at bottom right, “**Procedi all’Acquisto**” (Proceed to Checkout) and you will be taken to the next page.
- This page will ask you what your email address is (“**Qual è il tuo indirizzo di posta?**”). In the white text box to the right of “**Scrivi la tua e-mail**” (Provide your email), type in your email address.
- On the same page just below you will see the question “**Hai una password su IBS.it?**” (Do you have an IBS.it password?). Just below that, you will see “**No, non sono cliente di IBS.it**” (No, I am not an IBS.it client”. Hit the blue button to the right which says “**Scegli una password**” (Choose a password).
- This will take you to “**Fase 1: Registrazione dell’e-mail**” (Step 1: Register your email). Here, in the first white text box, type in your email address. In the second white text box beneath, retype your email address. In the third white text box, choose and type in a password (min. 8 characters, max. 16 characters). In the final white text box, retype your chosen password, then hit the blue button “**Continua**” (Continue).
- This will take you to “**Fase 2: Dati relativi all’indirizzo di fatturazione**” (Step 2: Provide your invoicing data). Here, at “Nazione” (Country) use the pulldown-window to find and insert your country; then provide your first name (Nome) and last name (Cognome), your street address (Indirizzo), your city (Città) and your zip or postal code (CAP/ZIP). You can skip the rest, and hit the blue button “**Continua**”.
- This will take you to “**Fase 3: Dati relativi all’indirizzo di consegna**” (Step 3: Provide your delivery information). Here again, in this order, provide: your first name and last name (Nome e cognome), your street address (Indirizzo), your city (Città), your zip or postal code (CAP/ZIP), your country (Nazione) and your State, if applicable (Stato). You can skip the rest, and hit the blue button “**Continua**”.
- This will take you to “**Fase 4: Modalità di pagamento**” (Step 4: Payment method). Click on the first option, “**Carta di Credito**” (Credit Card).
- This will take you to “**Fase 5: Carta di credito**” (Step 5: Credit card payment). To the right of “Titolare della carta di credito”, provide the full name printed on your credit card. At “Numero della carta di credito”, provide the number of your credit card. At “Codice di controllo (cvv)”, provide the special three-digit code found on the back of your credit card. At “Data di scadenza”, provide the credit card’s expiry date. Now hit the blue button “**Continua**”.
- This will take you to the page “**Dati per il tuo ordine**” (Your order information). Check that all data is correct: “Intestazione dell’ordine” should show your name and address. “Indirizzo di consegna” should show the name and address to which the book will be delivered. “Scegli la modalità di pagamento” should show your credit card information. If you need to make any changes, press the “Modifica” button at right. If all information is correct, press the “**Continua**” button at the bottom of the page to finish processing your order.
- This will take you to the page “**Conferma dell’ordine**” (Confirm your order). Once again, check that your “Intestazione dell’ordine” (Orderer), your “Indirizzo di consegna” (Delivery

Address) and your “Modalità di pagamento” (Payment Method) are correct. Also, check at “Riepilogo” (Summary) if the book title and number of copies are correct. At “Totale” you will see the total cost, including shipping costs (“Spese di spedizione”), of your order. Press the “Modifica” button if you need to make any changes. If all information is correct, press the “**Conferma l’ordine**” button at the bottom right to confirm your order.

- This will take you to the final page, where you are thanked for ordering from IBS (“Grazie per aver acquistato presso IBS”) and given your order number (“L’ordine n.xxxxxxx è stato confermato” = Your order number xxxxxxx has been processed). **Print out and keep a copy of this page, including the confirmation number of your order; it is your receipt!**