Frantext Renewal Procedure RENEWAL BY AN ORGANIZATION

1 Go to the page <u>www.frantext.fr</u>. In the top menu, click on **Abonnements**, then **ABONNEMENT INSTITUTIONNEL**.

Frantext	Fonctionnalités	Informations	Abonnements	¢	Langue	Connexion
Frante	xt intégral					
peuvent le Syndic l'abonner se conne	consulter la base Fr at National des éc ment sert à couvrir ecter par mot de p e IP ou par fédérati	rantext intégral à diteurs, cette cou les frais de main passe, tandis qu	des fins d'enseignemen nsultation est possible ntenance de la base et s ue l'abonnement institu	chercheurs, étudiants et t et de recherche. Dans l sur abonnement payant on enrichissement. L'abor tionnel permet un accè plir un formulaire en lign	e cadre d'un p uniquement. I nnement indivi s direct par r	artenariat avec Le montant de duel permet de econnaissance
ABON		EL ABONN	EMENT INSTITUTIONNE			

2 On the subscription form page, click on the green **Subscribe again** button.

INSTITUTIONAL SUBSCRIPTIONS	
Cost of a subscription for one year: €370,00 excl.VAT (from October 1 st - September 30 th or from January 1 st - December 31 th). This subscription covers 50 workposts.	Already subscr
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Subscript	on organizations receive the list of all the institutions for which they are responsible and the
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E-mail	
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4 You receive an email containing the list of your clients, **click on the link** corresponding to the institution to resubscribe (or copy it into your browser).

FRANTEXT – Resubscription
Dear customer, A resubscription request to Frantext has been made. As a security measure, we have sent you this email to confirm your identity. This email has a validity period of 3 days. If you exceed this time, you will have to start the renewal procedure from the beginning.
To access the subscription renewal form for the subscriber "MMMERTIL 16" (subscribed until 2013-12-31), please click on the following link: https://frantext-abonement-devaulf/instructionnels? codeLangue-endoteAmeReabonement=15.211.2212.2014.1112.2014.5234.0234.0042.0042.0042.0042.0042.0042.0
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5 You access the form that is now pre-filled. The interface indicates the end date of your current subscription. You must imperatively select the next subscription period in **Period selected** * at the top of the page.

at the top of the page.
or information, your last valid subscription ends on 2024/12/31.
Period selected *
○ from 2024/1/1 to 2024/12/31 (calendar year)
\odot from 2024/10/1 to 2025/9/30 (university teaching year)
from 2025/1/1 to 2025/12/31 (calendar year)
○ from 2023/10/1 to 2024/9/30 (university teaching year)

6 At the bottom of the page, if the Billing information does not change, click directly on the right on **Step 2:** Authentication options >.

Billing informations Siret number* 1000901300903 Vour tax situation* Intra-community VAT number France Lu liable for tax Outside EU. Vour oxder references Commitment or purchase order number

7 In step 2, if the authentication information does not change, click directly at the bottom right of the form on **Step 3: check information >.**

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inge	1.1.1.57			
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< Bac	:k to step 1) I	Step 3: check information >

8 In step 3, you can pay in 2 ways. To pay after receiving an invoice, choose **Step 4: Payment by order form >.**

Change the information	Proceed to payment
< Back to step 2	Step 4: Payment by credit card >
	Step 4: Payment by order form >

9 A notification informs you that you will receive a purchase order. Click **OK** then the interface indicates that your request has been taken into account, and you receive an email with the summary of all the elements to be returned to us. The **PDF order form** is attached to the email, and the general conditions of subscription to Frantext are indicated on the back of the file.

Sujet 🔚 [Frantext] Summary of your order (Subscriber's reference: CO(
FRANTEXT - Summary of your order		
Dear customer,	Barra Andreas Maria	
Your Frantext institutional subscription request has been registered.		
Your subscription will only be activated when you have sent us the following elements:		The second secon

10 Date and sign the PDF order form, then send it to <u>frantext@atilf.fr</u>. Access is then activated, and the CNRS sends you the invoice.

		vrized to approve spending
Date		et cachet de l'établissement iture and stamp of the institution
relative aux données yous concernant. In compliance with the aforementioned	Libertés vous disposez du droit d'accès, de re Il vous est possible d'exercer ce droit en envo French "Data Protection and Individual Libertie you. You can exercise this right by sending an	t un courriel à : frantest@atilf.fr ict*, you have the right to access, modify
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